

<p><b>UNITED NATIONS</b></p> <p><b>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</b></p> <p><b>Occupied Palestinian Territory</b></p>		<p><b>الامم المتحدة</b></p> <p><b>مكتب تنسيق الشؤون الانسانية</b></p> <p><b>في الأراضي الفلسطينية المحتلة</b></p>
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P.O. Box 38712 East Jerusalem  
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## Vacancy Announcement

### **Humanitarian Affairs Specialist**

<b>Position Title:</b>	Humanitarian Affairs Specialist ( <i>National Position</i> )
<b>Contract:</b>	Fixed Term Contract, ICS-10 Level (NO-C)
<b>Duty Station:</b>	Hebron
<b>Duration:</b>	One year with possibility of extension
<b>Supervisor:</b>	Field Coordinator

#### Background

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response thereto and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and nation level coordination, both operational and policy.

Under the guidance of the Head of Office and the direct supervision of the Field Coordinator, the Humanitarian Affairs Specialist will contribute to OCHA mission in its capacity as the body coordinating the humanitarian response in the oPt, assist in the regular monitoring and analysis of developments in the oPt and their impact on the humanitarian situation on the Bethlehem and Hebron Governorates, support OCHA in the strategic planning of the national office and ensure the day to day functioning of the OCHA FCU in Hebron.

The Humanitarian Affairs Specialist will be responsible for the following duties:

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### **1. Contribute to OCHA mission in its capacity as the body coordinating the humanitarian response in the oPt**

- Represents OCHA in the field/carry out field visits and meeting with the affected population and representatives of the local communities/authorities.
- Lead the coordination of international humanitarian response at the local level.
- Ensure sectoral or thematic coordination mechanisms are in place and working as necessary.
- Support and liaise with the local authorities in Hebron and Bethlehem on humanitarian issues.
- Establish networks among key humanitarian actors, including UN agencies, international and local NGOs, to share information and respond to specific humanitarian crisis.
- Establish links and information flows with relevant PA representatives.
- Regular interface with Israel Defense Forces (IDF) international liaison officers to facilitate and respect of humanitarian space for Palestinian service providers and international humanitarian actors.
- Regular interface with Israel Defense Forces (IDF) international liaison officers to negotiate protection of civilian issues.
- Internal coordination with Jerusalem OCHA Field Coordination to ensure consistency and coherence in OCHA humanitarian action at local level.
- Contribute to the CAP process by holding local workshops to identify the communities in need and the right interventions.
- Ensure that all staff understand the overall coordination system and employ Humanitarian Reform good practice.
- Represent OCHA at the national and international level as necessary.

### **2. Assist in the regular monitoring and analysis of developments in the oPt and their impact on the humanitarian situation on the Governorates of Bethlehem and Hebron.**

- Prepare regular situation reports/updates and support the preparation of analytical reports.
- Undertake specific field research on thematic issues.
- Facilitate specific field surveys on sector-related issues.
- Assist with assessment and evaluation missions in the field.

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- Advocate, promote and facilitate visits (Donors, UN, NGOs and journalists) to area of humanitarian concern in the AOR in coordination with OCHA-Jerusalem.
- Support advocacy efforts of OCHA Jerusalem with humanitarian content from the AOR.
- Support and contribute to information sharing among humanitarian actors at Governorate and local level.

**3. Focal person for any weather related crisis in the West Bank as a whole.**

- Facilitate field
- assessments related to weather crisis including drought and frost.
- Ensure participation of local partners and national level clusters.
- Liaise with donors and HCT to advocate for adequate response.
- Contribute to the process of drafting response strategies.
- Along with other partners, map communities affected and identify resources needed.
- Follow up the implementation process and systemize data about the most vulnerable communities when it comes to weather crisis.

**4. Supports OCHA in the strategic planning of the national office.**

- Support OCHA office in the preparation of contingency planning/building expected scenarios according to the emerging situations and discuss it with the humanitarian actors in the field.
- Participate in the periodic future planning of OCHA office/provide ideas to the management to help in allocating OCHA's resources efficiently.
- Support the identification of emergency humanitarian needs and types of assistances required/set up meetings with different UN agencies, INGOs and NGOs to gather information on WDN to respond to those needs and emergencies.
- Support OCHA Jerusalem and the different humanitarian actors in the process of structuring response strategies for the most vulnerable areas like Area C.

**5. Ensure the efficient day-to-day functioning of the OCHA field coordination office in Hebron.**

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- Supervision of staff assigned to the Hebron FCU.
- Ensure the maintenance of the administrative issues in the FCU.
- Assist in the UN DSS through provision of updated security information from the field to the relevant security bodies in the UN.
- Ensure the inventory of FCU non-expendable items is kept using the agreed format.
- Liaise with the landlord for any business related to the office.

### **Qualifications**

- a). Education: Masters Degree or equivalent in Environmental Studies, Social Sciences, International Relations, Political Sciences, Economics or related field.
- b). Experience: 5 years of field or humanitarian relevant experience at the national or international level. Experience in field research and analysis is preferable. Some experience in design, monitoring and evaluation of humanitarian projects is an asset. Experience in the usage of computers and office software packages.
- c). Languages: Fluency in the UN & National language of the duty station.

### **UN Competencies**

#### **Knowledge Management and Learning**

- Shares knowledge and experience
- Actively works towards continual personal learning, acts on learning plan and applies newly acquired skills.

#### **Development and Operational Effectiveness**

- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of the OCHA oPt Office, including data/schedule management, maintenance of protocol, information flow.
- Confidentiality.
- Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems.

#### **Leadership and Self-Management**

- Focuses on result for the client and respond positively to feedback.

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- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities.

#### **How to apply:**

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org).

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.
2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc.

The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

**It would be appreciated you stating your full name and the exact job title as the subject in your e-mail application.**

All posts are subject to availability of funds.

Only qualified candidates should apply and only those who have been short listed will be contacted.

**CLOSING DATE FOR APPLICATIONS: 29 July 2009**

Applications received after this date will not be considered.