VACANCY ANNOUNCEMENT # 2012-002
Research Analyst (National Position)
Level (SB4/Peg3)
Jerusalem/OCHA oPt

Contract: Service Contract, SB4/Peg3
Duty Station: Jerusalem
Duration: One year

The 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 there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory has expanded its presence. Through 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 supervision of the head of the Research and Analysis Unit, the main responsibility of the incumbent is to serve as focal point for the production of the *The Humanitarian Monitor*, OCHA’s monthly report about the humanitarian situation in the oPt. This role involves the following up of the production process of the report from the planning stage through publication. The incumbent will be responsible for the following duties:

- The identification of relevant and timely topics
- The liaison with relevant units within OCHA, as well as partners within the larger humanitarian community to solicit and coordinate contributions
- The research and drafting of selected items
- The editing and quality control of selected items
- The production of the indicator tables
- The coordination of the proof-reading, graphic layout and clearance processes
Other responsibilities:

- Support the maintenance and development of OCHA’s Protection of Civilians (POC) Database, including ensuring data consistency and continuity of datasets within the
- Contributing to other key OCHA publications, including the POC weekly report, Special Focus, and Factsheets.
- Assisting others within the Research and Analysis Unit, upon request.
- Replying to data and analysis requests by key partners.

Education:

Advanced university degree (Masters Degree), preferably in Humanitarian Affairs, Human Rights, International Humanitarian Law, Policy Analysis, Development Studies, International Relations, Political Science, Economics or other Social Sciences or other relevant field.

Experience:

Two years of relevant experience is required. Experience with UN or International organization is an asset.

Language requirements:

Fluency in the UN and national language of the duty station. Knowledge of Hebrew would be an asset.

Other required skills:

- Excellent writing, analytical and communication skills in English
- High level of familiarity with the Israeli-Palestinian Conflict
- Knowledge of MS Excel as a tool for data analysis and presentation of summary statistics is essential; knowledge of other data analysis tool such as MS Access, STATA, and SPSS would be an asset.
- Training in Research Methods would be an asset.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: 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
It would be appreciated your stating your full name and the OCHA vacancy notice number (2012-002) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 27 July 2012**

Applications received after this date will not be considered.

**Women are encouraged to apply**