

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT # 2011-008****Research Assistant (*National Position*)****Level SB2 Peg 3****Jerusalem/OCHA oPt**

**Contract:** Service Contract, SB2 Peg 3  
**Duty Station:** Jerusalem  
**Duration:** 6 months with possibility of extension  
**Starting Date:** As soon as possible

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 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 direct guidance and supervision of the Head of Research and Analysis Unit, the incumbent will be responsible for the following duties:

1. Review weekly field reports concerning Protection of Civilians (PoC) issues, extract relevant data, identify gaps and errors, and contact the relevant field persons in order to amend/complete the reports.
2. Enter verified and amended data from the weekly field reports into OCHA's PoC databases.
3. Extract data related to PoC from OCHA's databases (data querying) and produce relevant graphs and figures.
4. Contribute to the improvement and development of the PoC's indicators and databases.
5. Upon request, provide general support to the RAU in the production of various reports on the humanitarian situation in the oPt.

**Education:**

High school, Diploma (BA in Social Sciences is an asset).

**Experience:**

1-2 years of experience in a related field

Familiarity with oPt PoC issues is an asset

Proven knowledge and experience in MS Excel, MS Access and Structured Query Language (SQL).

**Languages:**

Fluency in the UN and national language of the duty station

**How to apply:**

For a full description of the post please visit the vacancies section on the OCHA – oPt website: [www.ochaopt.org](http://www.ochaopt.org)

All applicants are requested to email the 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. to the OCHA oPt Office by using the following e-mail address: [\*hr@ochaopt.org\*](mailto:hr@ochaopt.org). The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

It would be appreciated your stating your full name and the OCHA vacancy notice number (2011-008) 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: 07 April 2011**

Applications received after this date will not be considered.

**Women are encouraged to apply**