

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

VACANCY ANNOUNCEMENT # 04-10-011
Humanitarian Affairs Associate (*National Position*)
Level (ICS-7)
Ramallah/OCHA oPt

Contract: Fixed Term Contract, ICS-7 (G-7)
Duty Station: Ramallah
Duration: One year 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 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 national-level coordination at both the operational and policy levels.

Under the direct supervision of the HAAn, the incumbent will be responsible for the following duties:

- Provide periodic reports and information analysis in relation to the regular monitoring and coordination of the humanitarian situation and aid in the oPt, specifically in the area of reference (AOR) covering Jerusalem, Ramallah and the Jordan Valley regarding (a) assessment of needs and risks, (b) humanitarian assistance progress monitoring, (c) monitoring of closure and restrictions imposed on the Palestinian Population in the AOR.
- Provide assistance and initiative to liaise with local and international humanitarian actors, including UN agencies and NGOs, in order to monitor humanitarian projects implemented in the AOR.
- Carry out field work, including assessments and fact finding field trips, on a daily basis as required as well as guide delegations on field tours in the AOR.
- Meet and maintain contact with various local community groups including governorate and municipal offices.

- Provide assistance in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, Humanitarian Sectors Working Groups, Operational Coordination Group and the Humanitarian Emergency Policy Group.
- Prepare regular situation/update reports and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.

Monitors, assesses, reports and analyzes general oPt Protection Issues and specific issues as identified by the FCU in the AOR.

- Monitors all local sources of protection-related information including the media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- Triangulates and verifies information, including through undertaking field trips as well as meeting with the affected population and representatives of the local communities/authorities.
- Writes the weekly Protection of Civilians report and provide AMA reports in a timely manner.
- Analyzes trends, identifies emerging areas of concern and ensures that necessary responses are integrated into the Field Unit Programme, are cross checked for similar trends in the FCUs and are raised for further attention to HQ as necessary.

Supports monitoring and assessment of Humanitarian developments

- Assists the HAAn in the development of trend analyses of political, social, economic and security developments in the AOR and provide recommendations on humanitarian actions.
- Maps the closure regime and its impact on Palestinians, including monitoring communities worst affected and most vulnerable.
- Participates in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports joint assessments with other UN agencies, INGOs, and NGOs when needed or requested, writes field visit reports and follows up.

Supports field coordination and humanitarian action

- Prepares for coordination meetings at the district level to identify humanitarian issues and seeks to develop response mechanisms jointly with other stakeholders, including invitations, logistics, minutes and information dissemination.
- Liaises with the local offices of the IDF Civil Administration on request by the HAO and HAAn.
- Liaises with the local offices of Palestinian DCL on behalf of the FCU particularly on protection issues.
- Monitors and reports on access restrictions experienced by humanitarian organizations and/or critical service providers. Supports the HAAn to transfer information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.

Supports OCHA's advocacy role in the oPt

- Carries out and/or participates in field briefings for officials, diplomats, decision makers and others of influence in order to maintain awareness of current humanitarian affairs and related issues in the AOR
- Regularly supports the HAAn in providing inputs to Headquarters for the production of weekly, monthly and ad hoc situation reports (i.e. humanitarian monitor, humanitarian updates, CAP, presentations, etc...)
- Supports the Field Office in disseminating, at the local level, UN and OCHA reports and provides support to local launches of information products.

Supports OCHA in the strategic planning of the National Office

- Supports OCHA office in the preparation of contingency planning, building expected scenarios according to emerging situations, and discussing it with humanitarian actors in the field;
- Participates in the periodic future planning of OCHA office and provides ideas to the management to help allocate OCHA's resources efficiently;
- Supports the identification of emergency humanitarian needs and types of assistance required.

Office Administration and Logistics

- Ensures the continuation of the FCU institutional memory by maintaining the FCU electronic filing and backup systems, including picture archiving, as agreed by FCU management in Jerusalem.
- Maintains hard copy archives (e.g. demolition, land confiscation orders...etc.) as agreed with the HAAn;
- Regularly maintains and updates all contact lists, meeting schedules and activity reports.
- Manages the FCU vehicle in the AOR and at HQ level by liaising with the Jerusalem Transport unit;
- Assists non-Arabic speakers to communicate with the local people/ Acts as an interpreter and carries out translation work (Arabic/English/Arabic).
- Helps the UN security system/ provides updated security information from the field to the UN operation room. Responds to inquiries about security incidents from DSS and acts as a security Zone warden.

Education:

Secondary Education. University Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field would be desirable, but is not a requirement.

Experience:

5 to 7 years of progressively responsible administrative or related programme experience is required at the national or international levels. Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advanced knowledge of spreadsheet and database packages, and experience in handling of web based management systems.

Language requirements:

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

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

It would be appreciated if you can state your full name and the OCHA vacancy notice number (04-10-011) 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: 13 October 2010

Applications received after this date will not be considered.

Women are encouraged to apply