VACANCY ANNOUNCEMENT # 2012-010
Humanitarian Affairs Clerk (National Position)
Level (ICS-4)
Hebron/OCHA oPt

Contract: Fixed Term Contract, ICS-4
Duty Station: Hebron
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 overall guidance of the Field Coordinator and direct supervision of the Head of Sub Office, the Humanitarian Affairs Clerk supports the monitoring, assessment, and analysis of general oPt humanitarian issues:

1. Supports the monitoring, assessment, and analysis of general oPt humanitarian issues:

   Participates in regular and ad-hoc field assessments, gathering and verifying information as needed to understand the impact of the humanitarian situation and the needs of the most vulnerable communities.

   Regularly contributes to the production of the the weekly Protection of Civilian Report and any other reports as required (Humanitarian Monitor, ad hoc reports).
Supports the mapping of closures and their impact on Palestinians

Participate in the regular mapping of closures using the required tools through field visits to gather and verify information needed to understand the closures impact on the vulnerable communities.

Assists in monitoring and reporting on access restrictions experienced by humanitarian organizations and/or critical service providers. Assists the HAAn to transfer information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.

Maintains the electronic and hard-copy filing systems, including photo archives

Regular and systematic maintenance of the FCU electronic filing; updating contact lists by cluster, theme and location;

Weekly backup in FCU; monthly backup in Jerusalem; and photo archiving in a timely manner according to the guidelines

Maintains and updates work tracking on a daily basis in consultation with unit members.

Maintains hard copy archives (e.g. demolition orders, land confiscation orders, etc) as agreed with the Head of Sub Office

Participates in ad-hoc field assessments to gather and verify information needed to understand the impact of the humanitarian crisis

Participates in post-demolitions field assessments

Participates in field assessments needed to update the profiling survey of vulnerable communities in the West Bank

Participates in other field assessments as needed and in emergencies

Carries out other relevant tasks assigned by the Head of FCU. In his/her absence, refer to the HAA for guidance

Arranges the necessary resources needed for conducting meetings in the sub office

Takes minutes of meetings and keeps them filed

Corporate Competencies:

Demonstrates commitment to UNDP’s mission, vision and values
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
Functional Competencies:

Knowledge Management and Learning

Shares knowledge and experience
Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and general administration work.
Ability to review data, identify and adjust discrepancies.
Ability to produce accurate and well documented records conforming to the required standard.
Ability to handle a large volume of work possibly under time constraints.
Good Knowledge of administrative rules and regulations

Leadership and Self-Management

Focuses on result for the client and responds positively to feedback.
Consistently approaches work with energy and a positive, constructive attitude.
Remains calm, in control and good humored even under pressure

Education:

Secondary Education.

Experience:

2 to 3 years of relevant administrative experience. Experience in the usage of computers and office software packages (MS word, Excel, etc). 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 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 (2012-010) 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: 3 August 2013

Applications received after this date will not be considered.

Women are encouraged to apply