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 HAO/Field Coordinator and direct supervision of the Humanitarian Affairs Analyst, the incumbent will be responsible for the following duties:

- Support information verification and drafting the reports on key issues for inclusion in the weekly Protection of Civilians report, the monthly Humanitarian Monitor and ad hoc reports as necessary.
- Participate in drafting periodic reports and information in relation to the regular monitoring and coordination of the humanitarian situation and aid in oPt, specifically in the area North West bank.
- Participate in regular field visits and meetings to gather and verify information needed to understand the impact of the humanitarian situation and the needs of the most vulnerable communities.
- Support the mapping of closures and its impact on Palestinians.
- Support the provision of information in response to requests and queries.

Support the monitoring, assessment, reports and analysis of general oPt Protection Issues, humanitarian development and field coordination as identified by the FCU in the AOR

- Assist in monitoring all local sources of protection-related information including the media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- Assist in the mapping of 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.
- Assists in preparation 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.
- Assists in monitoring and reporting on access restrictions experienced by humanitarian organizations and/or critical service providers. Assists the HAAnto transfer information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.
Office Administration and Logistics

- Assist in the management of the FCU’s GPS equipment and cameras: Ensure GPS equipment is in the FCU vehicle prior to field visits, with charged batteries and containing necessary layers.
- Ensures the continuation of the FCU institutional memory by maintaining the FCU electronic filing and backup systems, including photo archiving in a timely manner, as agreed by FCU management in Jerusalem.
- Regularly maintains and updates all contact lists, meeting schedules and activity reports.
- Provide language assistance/translation both verbal and written from and to Arabic and English.
- Maintain and update work tracking on a daily basis in consultation with unit members.
- Maintain hard copy archives (e.g. demolition orders, land confiscation orders…etc.) as agreed with the Head of Sub-Office.
- Ensure sub-office has sufficient number, type and in required languages of latest maps, reports, etc.
- Assist in providing logistical and secretarial support for meetings including preparation of meeting venue, information packs and maps, equipment, and writing of meeting minutes and obtain needed office supplies.
- Prepare records of petty cash use and payment of operational expenses including telecommunication bills and any other office requirements, as needed.
- Liaise with OCHA IMU to help solve equipment-related problems at the sub-field office.

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:
4-6 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.).

Knowledge of Northern West Bank areas is a plus.

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. 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 (2012-003) 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: 18 August 2012

Applications received after this date will not be considered.

Women are encouraged to apply