

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

VACANCY ANNOUNCEMENT # 2017-003
Humanitarian Affairs Clerk (*National Position*)
Level (SB2/Peg3)
Nablus/OCHA oPt

Contract: Service Contract
Duty Station: Nablus
Duration: Six 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 thereto and the need for international assistance.

Under the overall guidance of the Deputy Head of Office and direct supervision of the Head of NWB Office, the Humanitarian Affairs Clerk supports the monitoring, assessment, and analysis of general oPt humanitarian issues.

The incumbent will be responsible for the following duties:

- Supports monitoring, assessments, analysis and reporting. Participates in regular and ad hoc field assessments to gather and verify information needed to understand the impact of the humanitarian crisis, the needs of the most vulnerable communities, Protection Issues, humanitarian developments and field coordination.
- Supports the mapping of closures and their impact on Palestinians.
- Supports as needed Office Administration and Logistics. Manages the office GPS equipment and cameras: Ensure GPS equipment is in the NWB vehicle prior to field visits, with charged batteries and containing necessary layers.
- Maintains the NWB's institutional memory, including through: Regular and systematic maintenance of the NWB electronic filing system; updating contact lists by cluster, theme and location; weekly backup in NWB; monthly backup in Jerusalem; and photo archiving in a timely manner according to the guidelines. 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 NWB Office.

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 weekly Protection of Civilian Report and any other reports as required (Humanitarian bulletin, ad hoc reports).

2. 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 to transfer information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.

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

- Regular and systematic maintenance of the NWB electronic filing; updating contact lists by cluster, theme and location;
- Regular data backup; and photo archiving in a timely manner according to the guidelines and or as required.
- Maintains and updates work tracking on a daily basis in consultation with unit members as requested.
- Maintains hard copy archives (e.g. demolition orders, land confiscation orders...etc.) as agreed with the Head of NWB office.

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

- Supports and 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.

5. Carries out other relevant tasks assigned by the Head of NWB office:

- 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 OCHA'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 field experience. Experience in the usage of computers and office software packages (MS word, Excel, etc). Experience in handling data collection and analysis.

Language requirements:

Fluency in the UN and National Language of the duty station.

CLOSING DATE FOR APPLICATIONS: 17 July 2017

Applications received after this date will not be considered.

Women are encouraged to apply