

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

VACANCY ANNOUNCEMENT # 2016-003
Need Assessment Coordinator (*National Position*)
Level (SB3/Peg3)
Gaza/OCHA oPt

Contract:	Service Contract, SB3/Peg3
Duty Station:	Gaza
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 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 nation level coordination, both operational and policy.

Under the guidance and supervision of the Head of the Gaza Sub Office, the Data Coordinator provides. Provide analysis and data support for inter-sectoral and joint needs analysis in support of humanitarian actors, particularly, the Gaza ICCG.

Summary of Key Functions:

Assessment coordination:

- ❑ Support OCHA in facilitating and leading efforts to harmonize a common approach to assessment and monitoring for the humanitarian actors and relevant authorities in oPt, particularly Gaza.
- ❑ Maintain an up-to-date assessment registry to ensure an overview of planned and ongoing assessments.
- ❑ Define linkages between Monitoring and Evaluation systems and needs assessments. Provide technical support and facilitation to OCHA and the Gaza inter-cluster coordination group (ICCG), as well as authorities as appropriate, on all assessment work.
- ❑ Develop Standard Operating Procedures and methodologies for assessments and engage with partners to implement these.
- ❑ Support OCHA and the ICCG in the production of assessment reports, including Humanitarian Dashboards and relevant governorate or community profiles.
- ❑ Identify assessment information gaps and support humanitarian actors to fill these.
- ❑ Ensure the linkage of joint needs assessments and Humanitarian Program Cycle as well as contingency planning.
- ❑ Identify capacity requirements for humanitarian actors to assess and report on humanitarian needs in oPt.
- ❑ Serve as OCHA focal point with partners, including authorities, to ensure ongoing coordination of assessments.
- ❑ Conduct surveys and participate in assessments in order to collect the necessary data to assist humanitarian actors in getting more comprehensive, accurate and timely information on humanitarian needs.
- ❑ Prepare and facilitate training for OCHA, ICCG and other staff responsible for conducting assessments and joint needs analysis in the field.
- ❑ Support assessment Design.

Data analysis:

- ❑ Provide analysis and data support for inter-sectoral and joint needs analysis in support of humanitarian actors, particularly, the Gaza ICCG.
- ❑ Harmonize the data and the findings of existing sectoral assessments to better understand the scope and the magnitude of humanitarian needs and vulnerabilities.
- ❑ Collect statistical data from various sources (such as needs assessments, demography, geography, vulnerabilities and risk profiles, baseline information, satellite imagery, etc.) in support of humanitarian related analyses.
- ❑ Conduct multi-cluster joint analysis which includes temporal, geographic and comparative analysis.
- ❑ Review various facets/drivers of crises and examine the humanitarian dimensions.
- ❑ Drive research/data collection and gather critical context and humanitarian programme cycle specific analysis to assist in response activities.
- ❑ Provide analytical support to activities of OCHA and the ICCG, as well as authorities undertaking an inter-sectoral analysis of needs.

- ❑ Ensure timely delivery of in-depth reports on a range of topics related to humanitarian response.
- ❑ Review documents and provide comments to determine how the quality could be enhanced.
- ❑ Participate in promoting the findings of joint needs assessments through meetings, briefings, web based applications and printouts.

Work with the Information Management Unit (IMU) to build on existing information management practices, and to promote the use of common operational datasets, and the required information management support to the collection and sharing of key humanitarian indicators. Support the establishment of assessment-related database and facilitate data analysis

- ❑ Support the Humanitarian Needs Overview data analysis.

Qualifications:

- ❑ Field experience with needs assessments, information management, or inter-agency coordination is required. Experience with the coordination and management of inter-agency needs assessments in emergencies is required. Strong analytical skills and ability to handle complex issues.
- ❑ Experience in designing, conducting and analyzing large surveys in a developing country context.
- ❑ Knowledge of assessment indicators for monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators.
- ❑ Good experience in using ACCESS, STATA, SPSS, and/or other statistical programmes.
- ❑ Extensive experience of implementing information management systems for end users, and the technical knowledge in the development of such systems. Knowledge and expertise in computer software.
- ❑ Well organized and ability to plan work accordingly.
- ❑ Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.
- ❑ Fluent in written and spoken English and Arabic.

Competencies:

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 vehicle maintenance 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
- ❑ Strong IT skills

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:

Bachelor Degree education in information sciences, political science, humanitarian affairs, or any other relevant field.

Experience:

7 years Field experience with needs assessments, information management, or inter-agency coordination is required. Experience with the coordination and management of inter-agency needs assessments in emergencies is required. Strong analytical skills and ability to handle complex issues.

UN experience is an asset.

Language requirements:

Fluency in English 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 document to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

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 (2016-003) 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: 28 June 2016

Applications received after this date will not be considered.

Women are encouraged to apply