

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

VACANCY ANNOUNCEMENT # 2019-001
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 Head of Central Sub Office/Humanitarian Affairs Analyst (HAA), the incumbent will be responsible for the following duties at OCHA's central West Bank sub-office:

- Provide periodic reports and information analysis in relation to the regular monitoring of the humanitarian situation and coordination of humanitarian response to identified needs 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) monitoring of protection of civilians and access indicators and analysis of their humanitarian impact, (c) supporting inter-cluster coordination including through needs assessments and humanitarian response mechanisms.
- 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 in the central West Bank, including East Jerusalem, Ramallah and the Jordan Valley areas, including assessments and fact finding field trips, on a regular basis as required as well as guide delegations on field tours in the AOR.

- Play a key role in community engagement; meet and maintain contact with affected populations including *inter alia* community leaders, municipal councils and Governors' offices and maintain a log of communications to support institutionalized follow up with stakeholders at all levels.
- Provide support to inter-cluster humanitarian response mechanisms and processes, including the drafting of inter-agency emergency response plans, attending cluster and ICCG meetings as requested, and assisting in the identification of information and response gaps.
- Prepare regular situation/update reports and produce trend analyses on key protection of civilians' indicators and their humanitarian impact.

Monitor, assess, report and analyze general oPt Protection Issues and specific issues as identified by the FCU in the AOR.

- Monitor all local sources of protection-related information including the media, agency reports, and through regular contact with governmental and civilian institutions, community representatives, and key informants.
- Triangulate and verify information, including through undertaking field trips as well as meeting with the affected population and representatives of the local communities/authorities.
- Enter verified protection and access incidents into OCHA's protection of civilians and demolitions databases and trigger emergency response to identified needs through established ICCG mechanisms.
- Analyze trends, identify emerging areas of concern and ensure that necessary responses are integrated into the West Bank Field Coordination Unit Programme, are cross checked for similar trends identified by other OCHA sub-offices, and are raised for further attention to HQ as necessary.

Support monitoring and assessment of humanitarian developments

- Assist the HAA in the development of trend analyses of humanitarian, political, social, economic and security developments in the AOR and provide recommendations on humanitarian actions.
- Map movement and access restrictions in the AOR and identify their humanitarian impact on Palestinians, including monitoring communities worst affected and most vulnerable. Support OCHA's Information Management Unit in the processing of data on closures and related issues of concern.
- Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Support joint needs assessments with other humanitarian stakeholders as needed or requested, write field visit reports, and follow up on action points.

Support field coordination and humanitarian action

- Prepare for coordination meetings with a variety of humanitarian stakeholders at the governorate level to identify humanitarian issues and seek to develop joint response mechanisms;
- Monitor and report on access restrictions experienced by humanitarian organizations and/or critical service providers.

Support OCHA's advocacy role in the oPt

- Carry out and/or participate in field briefings for officials, diplomats, decision makers and others of influence in order to maintain awareness of current humanitarian concerns and related issues in the AOR.
- Regularly support the HAA in the drafting of case studies and provision of figures and other inputs to Headquarters for the production of weekly, monthly and ad hoc reports.
- Support the dissemination, at the local level, of UN and OCHA publications and maps and provide support to local launches of information products.

Support OCHA in the strategic planning of the National Office

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

Office Administration and Logistics

- Ensure the continuation of the FCU institutional memory by maintaining the FCU electronic filing and backup systems, including picture archiving and community profiles, among others.
- Maintain hard copy archives of key documents, as agreed with the HAA.
- Regularly maintain and update all contact lists, meeting schedules and activity reports.
- Assist in the management of the FCU vehicles in AOR, in coordination with the Administration Unit.
- Assist non-Arabic speakers to communicate with the local people/ Act as an interpreter and carry out translation work (Arabic/English/Arabic).
- Help the UN security system/ provides updated security information from the field to UNDSS. Respond to inquiries about security incidents from DSS and act as a security Zone warden as required.
- Perform other duties as requested.

Corporate Competencies:

- Demonstrates commitment to OCHA's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Core Competencies:

Innovation

Adapts deliverables to meet client needs

Leadership

Proactively seeks and recognizes contributions of others

People Management

Appropriately involves team in different stages of work and decision-making

Communication

Expresses information and views with adaptive reasoning and appreciation for complexity and variation

Delivery

Takes responsibility for addressing critical situations and delivering core value

Functional Competencies

Knowledge Facilitation:

Ability to animate individuals and communities of contributors to participate and share

Emergency Response and Coordination:

Ability to provide operational support for organizational response to emergency situations. This includes consultant, roster management, deployments, fast track, operational aspects of SURGE RESPONSE

Office Administration:

Ability to manage day-to-day office activities (including but not limited to travel management, facilities and asset management, policy and procedures maintenance) to meet operational needs

Operational Efficiency:

Ability to identify and execute opportunities to improve operational efficiency

Education:

High School Degree. University Degree in Economics, Social Sciences, International Relations, Political Sciences or related field will be considered as an asset.

Experience:

5 to 7 years of progressively responsible experience in humanitarian affairs or related programme 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 web-based management systems.

Language requirements:

Fluency in the UN and national language of the duty station.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 20 April 2019

Applications received after this date will not be considered.

Women are encouraged to apply