

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

VACANCY ANNOUNCEMENT # 2019-002**Pooled Fund Manager / Head of Humanitarian Financing Unit*****(National Position)*****Level ((ICS-11)****Jerusalem/OCHA oPt**

Contract:	Fixed Term Contract, ICS-11 (NOD)
Duty Station:	Jerusalem
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.

The country based pooled fund (CBPF) in the oPt, the Humanitarian Fund, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. OCHA ensures the day-to-day management of the HF on behalf of the Humanitarian Coordinator, including selection of projects, disbursement of funds, and monitoring. OCHA also ensures that required needs assessments, gaps analysis and coordination have taken place before funds are allocated.

In order to meet the increasing size and complexity of HF management, within a humanitarian context that has deteriorated and also become more complex as donor regulations multiply, humanitarian cluster capabilities are stretched, and the requirement to prioritize assistance to the most vulnerable deepens, OCHA is boosting its capacity in the OCHA oPt Humanitarian Fund. Through its increased capacity, the unit will remain fit for purpose to meet the challenges at hand and to ensure maximum support timely, accountable and effective inter-agency humanitarian response and funding.

Under the overall guidance of the OCHA Head of Office and oversight of the United Nations Humanitarian Coordinator (HC), the Pooled Fund Manager / Head of Humanitarian Financing Unit will manage the oPt Humanitarian Fund and Humanitarian Financing Unit.

Duties and Responsibilities:

Daily management of all programmatic and financial aspects of the CBPF on behalf of the HC and under the supervision of the OCHA Head of Office, in coordination with CBPF section in NY. Executes HC decisions and organizes the process of allocating funds according to the Handbook and corresponding Operational Manual.

1. Fund Management, Administration and Governance

- Manage the overall administration of the Fund and liaise as necessary with relevant OCHA HQ sections.
- Roll out standardized policies in line with HQ guidance and decisions
- Support and advise the Humanitarian Coordinator and the Head of Office on the following:
 - Overall management of the Fund vis- a-vis the humanitarian context
 - Policy matters related to Global Operational Handbook
 - Developing and implementing the Accountability Framework
 - Linking the Fund with the Humanitarian Program Cycle (HPC) by promoting allocations in alignment with the Humanitarian Response Plans
- Resource mobilization, understanding and mapping donor interest, policies and priorities
- Developing the CBPF scope and objectives
- Oversee the application of the Global Operational Handbook and ensure implementation of the Country Based Operational Manual.
- Supervise, coach and advise senior Humanitarian Financing Unit (HFU) staff.

2. Program Cycle Management

- Prepare the standard and reserve Allocation Strategy papers in consultation with the OCHA's Head of Office and/or Inter-Cluster Coordinator (ICC) who may request inputs from cluster coordinators.
- Oversee fund allocation processes, ensuring necessary coordination with relevant counterparts in line with the Terms of Reference and/or allocation guidelines (i.e. Review and/or Advisory Boards, cluster or sector leads; humanitarian organizations; and OCHA);
- Monitor the implementation of Fund allocation strategies as endorsed by the HC, in consultation with OCHA HoO, promoting coherence between humanitarian needs and response.
- Ensure proper communication and support during the allocation process to all stakeholders.
- Promote the complementary use of the CBPF with funding from other sources, in particular the CERF.

3. Coordination and Information Sharing

- Lead coordination and information exchange with humanitarian donors aiming at promoting coordinated and complementary use of funds.
- Maintain an open and transparent relationship with all relevant stakeholders (clusters, partners, donors, etc.)
- Liaise with OCHA field offices, NGO coordination bodies and other key stakeholders to facilitate the largest dissemination of information about the scope, the access and the allocation process of the Fund;
- Facilitate public information sharing with all stakeholders (dashboards, bulletins, feature stories, pictures, videos, stakeholders' surveys and websites).
Provide information on project status to the Humanitarian Coordinator, the Head of Office, donors and relevant governing bodies of the Fund;

4. Monitoring, Accountability, Evaluations and Learning (MEAL)

- Oversee capacity and performance assessments, risk management, monitoring, and reporting
- Advise the Humanitarian Coordinator and the Head of Office on the most appropriate, efficient and cost-effective field monitoring modality
- Assist with the preparation of periodic evaluations, external reviews and studies as requested by the HC and governing bodies (in consultation with relevant HQ sections)
- Undertake periodic field visits to promote the knowledge and appropriate use of the Fund in line with its Terms of Reference
- Oversee and ensure timely project reporting cycle, including the annual report of the Fund;
Realize GMS' full potentials by ensuring the timely upload of all relevant information by the HFU staff

5. Financial Management

- Under the supervision and in support of the Head of Office, advises on the Fund's financial management
- Oversee recipient organizations' compliance with financial rules applicable to the Fund;
- Ensure that partners financial spot checks are happening according to the agreed monitoring plan
- Ensure the timely implementation of the yearly partners' external audit plan
- Activate, when needed, OCHA's Standard Operating Procedure (SOP) on Suspected Fraud and Misuse of Funds which describes the steps OCHA will take in the event of an investigation into an implementing partner contracted under a CBPF.

6. Compliance

- Ensure that grant agreements and supporting documents are accurate, consistent and in compliance with OCHA's guidelines and CBPF's Operating Manual
- Ensure implementation and compliance with policies and standard guidelines in accordance with HC decisions and HQ guidance
- Support recipient organizations throughout project life-cycle promoting compliance with applicable rules
- Ensure narrative and financial reporting compliance from the start to the closure of each project in line with the risk management framework
- Oversee NGO audits and analysis of audit results, to ensure compliance with financial rules and regulations;

7. Other as required

- Support other duties and tasks in the OCHA oPt office as required, particularly in relation to other aspects of Humanitarian Financing, including but not only related to the development of and reporting on Central Emergency Response Fund applications and grants.

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

Ability to make new and useful ideas work.

Creates new and relevant ideas and leads others to implement them.

Leadership

Ability to persuade others to follow

Plans and acts transparently, actively works to remove barriers

People Management

Ability to improve performance and satisfaction

Models high professional standards and motivates excellence in others

Communication

Ability to listen, adapt, persuade and transform

Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others

Delivery

Ability to get things done while exercising good judgement

Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions

Functional Competencies

Professionalism:

Advanced knowledge and understanding of theories, concepts and approaches relevant to the management of humanitarian information in disaster preparedness and response. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability:

Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Internal Reporting and Accountability: Ability to create internal reporting and accountability processes and standards

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently

Team Building: Ability to work effectively with diverse groups of professionals towards common goals

Performance Management: Ability to manage organization, department and employee goals

Leadership: Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Strives for change and improvement; does not accept the status quo. Shows courage to take unpopular stands.

Judgment/Decision Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Makes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

Education:

Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field.

Experience:

Minimum of seven years of progressively responsible professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, project management and budget/financial management is required. Experience in humanitarian emergencies in the field and direct project management or project supervision experience is desirable. Previous work experience in areas of project management, monitoring and evaluation, and administration is desirable. Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian assistance is desirable. Knowledge of the institutions of the UN system and of NGOs is desirable.

Language requirements:

Fluency in English and Arabic, written and spoken.

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: 13 June 2019

Applications received after this date will not be considered.

Women are encouraged to apply