

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

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**VACANCY ANNOUNCEMENT # 2020-004**  
**Humanitarian Affairs Associate (*National Position*)**  
**Level (ICS-6)**  
**Ramallah/OCHA oPt**

<b>Contract:</b>	Fixed Term Contract, ICS-6
<b>Duty Station:</b>	Ramallah
<b>Duration:</b>	One year with possibility of extension
<b>Starting Date:</b>	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 (oPt) established three sub-offices in the West Bank: Ramallah, Nablus and Hebron. Through its expanded presence in the field and in the Central Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy.

Under the overall guidance of the West Bank Humanitarian Affairs Officer (Field Coordinator) and direct supervision of the Humanitarian Affairs Analyst HAA/ Central Unit, the incumbent will contribute and assist in carrying out the development of the field office and headquarters humanitarian strategy, support in including inter-cluster contingency coordination and planning and in setting deliverable within the respective Area of Responsibility (AOR).

In support of the West Bank Field Coordination Unit (FCU), the Humanitarian Affairs Associate works in close collaboration with various units in the OCHA oPt Jerusalem office, various UN agencies, NGOs, authorities, local communities, ... etc.

**Duties and Responsibilities:**

- 1. Monitor, assess, report and conduct analysis of general Central WB protection issues and specific issues as identified in the AOR.**
- 2. Support the monitoring and assessment of humanitarian developments.**
- 3. Support field and humanitarian coordination.**

#### **4. Supports OCHA's advocacy role in the oPt.**

#### **5. Office Administration and Logistics**

### **1. Monitor, assess, report and conduct analysis of general Central WB protection issues and specific issues as identified in the Areas of Responsibilities**

- Assist to conduct periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and assistance in the oPt, specifically in the AOR.
- Support the drafting and the preparation of regular situation and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.
- Monitor humanitarian assistance progress and conduct assessments of needs and risks in the AOR.
- Support the monitoring of all local sources of protection related information including media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- Support in triangulating and verifying information including prioritizing and undertaking field trips, meeting with the affected population and representatives of the local communities/authorities.
- Assist in the timely writing/ drafting of the weekly Protection of Civilian report.
- Assist in analyzing trends, identify emerging areas of concern and ensure that necessary responses are integrated into the Field Unit Programme, cross checked for similar trends in the FCUs and raised for further attention to Jerusalem office as necessary.
- Support the submission of protection issues to be raised with relevant actors to the head of sub office at district level as necessary.

### **2. Support monitoring and assessment of humanitarian developments**

- Assist the HAA in the development of trend analyses of political, social, economic and security developments in the AOR and provide recommendations on humanitarian action.
- Support the monitoring of closures and restrictions imposed on the Palestinian population in the AOR.
- Support HAA the mapping of access restrictions and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable.
- Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis.
- Support joint assessments with other UN agencies and local and international NGOs when needed or requested.

### **3. Support field and humanitarian coordination**

- Provide support in drafting of 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 mechanism.
- Support with carrying out field work, including assessments and fact-finding field trips, on a daily basis as required as well as guide delegations on field tours in the AOR.
- Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.

- Support HAA in convening coordination meetings at the district level to identify humanitarian issues and seek response mechanisms jointly with other stakeholders. Prepare invitations, coordinate logistics, and write minutes.
- Provide assistance and initiative to liaise with international humanitarian actors, including UN agencies and NGOs in order to monitor humanitarian projects implemented in the AOR.
- Support the HAA in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, humanitarian sector/cluster working groups and the Operational Coordination Group (OCG).
- Support the monitoring and reporting of movement and access restrictions experienced by the humanitarian organizations or critical service providers.
- Support the preparation of regular situation/update reports and produce trend analysis on key protection of civilians' indicators and their humanitarian impact.
- Assist HAA with interpretation and translation work when required.

#### **4. Supports OCHA's advocacy role in the oPt**

- Support the HAA to conduct field briefings for officials, diplomats, decision makers and visiting delegations in order to maintain awareness of current humanitarian affairs and related issues in the AOR as requested.
- Support the HAA in providing inputs for the production of daily points, weekly, monthly and ad hoc situation reports (i.e. humanitarian bulletin, humanitarian updates, fact sheets, presentations, etc...).
- Assist the HAAs in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

#### **5. Office Administration and Logistics**

- Ensure maintaining the FCU electronic and hard copy filing systems.
- Ensure maintaining and updating all contact lists, meeting schedules and activity reports.
- Provide updated security information from the field to the UN operations room. Respond to inquiries about security incidents from the UN Department of Safety and Security as requested. Act as security 'Zone Warden' if required.

### **Corporate Competencies:**

#### **1. Innovation:**

Ability to make new and useful ideas work.  
Adapts deliverables to meet client needs.

#### **2. Leadership:**

Ability to persuade others to follow.  
Proactively seeks and recognizes contributions of others

#### **3. People management:**

Ability to improve performance and Satisfaction  
Appropriately involves team in different stages of work and decision-making.

#### **4. Communication:**

Ability to listen, adapt, persuade and transform  
Expresses information and views with adaptive reasoning and appreciation for complexity and variation

#### **5. Delivery:**

Ability to get things done while exercising good judgment.  
Takes responsibility for addressing critical situations and delivering core value.

## **Functional Competencies:**

- a) **Professionalism** – Advanced knowledge of the use of information management to improve the business processes; proven and demonstrable experience in analysis of information and capacity to articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).
- b) **Teamwork** – Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- c) **Planning and Organizing** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- d) **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education:**

A High School degree certified by the Ministry of Education is required.

A first-level University degree in Economics, Social Sciences, International Relations, Political Sciences or related field is desirable.

## **Experience:**

(6) Six years of progressively responsible experience at the national or international levels in humanitarian affairs, emergency preparedness, crises/emergency relief management, administration, human rights or other related areas is required.

(3) Three years of above qualifying experience maybe accepted in lieu of the university degree.

- Experience in research and report writing is required;
- Experience in the field and knowledge of the agency’s work is required;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems is required;
- Computer literacy and experience in GIS/ remote sensing is required;
- Experience with UN or International organization is required;
- Knowledge of UN Rules and Regulations is desirable;
- Knowledge of the Central governorates in the AOR is an advantage.

**Language requirements:**

Fluency in English and Arabic language both spoken and written is required

**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: 29 December 2020**

Applications received after this date will not be considered.

**Women are encouraged to apply**