

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

VACANCY ANNOUNCEMENT # 2020-002**Monitoring & Finance Analyst***(National Position)***Level (NOA)****Jerusalem/OCHA oPt**

Contract: Temporary Appointment, NOA
Duty Station: Jerusalem
Duration: Less than one year
Starting Date: As soon as possible

The OCHA 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.

The oPt 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 Humanitarian Fund on behalf of the Humanitarian Coordinator, including selection of projects, filtering, and 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 requirements for the alignment of the Humanitarian Fund with the overall coordination priorities, including the Humanitarian Programme Cycle and prioritization by clusters, OCHA is boosting its capacity in the OCHA oPt Humanitarian Finance Unit. Through its increased capacity unit will ensure adequate support to coordination structures, timely and accountable inter-agency humanitarian response and funding.

Under the overall guidance of the Head of Office and direct supervision of the Humanitarian Fund Manager, the incumbent will assist with Humanitarian Finance Unit related tasks and inter-cluster contingency planning.

The Monitoring and Finance Analyst will work under the direct supervision of the Head the Humanitarian Financing Unit.

Under the direct supervision of the Humanitarian Fund Manager, the Monitoring and Finance Analyst will be responsible for the following duties and responsibilities:

- **Support the Management of the Country-Based Pooled Funds (CBPF) operations**
- **Implement the Project Cycle Management**
- **Implement the Country-Based Pooled Funds (CBPF) Accountability Framework**
- **Financial Tasks**
- **Administrative Tasks**

1. Support the Country-Based Pooled Funds (CBPF) operations:

- Support the work of the Humanitarian Finance Unit in developing the CBPF scope and objectives and/or allocation paper.
- Implement Humanitarian Finance Unit work in providing oversight to the funding cycle.
- Support the efforts of the CBPF to link the fund with the Humanitarian Programme Cycle (HPC) by promoting allocations in alignment with the HRPs.
- Promote partner compliance with CBPF procedures.
- Support the work of the Humanitarian Finance Unit to facilitate the development of the CBPF scope and objectives, together with allocation papers.
- Lead the public information sharing efforts with all stakeholders.

2. Implement the Project Cycle Management:

- Facilitate and train stakeholders on the use of the Grant Management System (GMS).
- Ensure compliance with processes, systems, templates and tools for CBPF defined in the Handbook.
- Provide support to all CBPF recipients throughout the allocation process and promote a feedback system for continuous learning.
- Coordinate and facilitate all activities associated with the strategic review (project prioritization).
- Coordinate and facilitate all activities associated with the technical review.
- Ensure narrative and financial reporting compliance.
- Manage project revision requests (e.g. follow-up and support on budget revision, reprogramming, no-cost extensions, etc.).

3. Implement the Country-Based Pooled Funds (CBPF) Accountability Framework:

- Coordinate and facilitate capacity and performance assessments for partners and risk management.
- Ensure compliance with the minimum requirements described in the operational modalities
- Ensure compliance with audit requirements and follow up recommendations stemming from audits.
- Ensure the implementation of monitoring and evaluating of funded projects through regular field visits conducting financial spot-checks in West Bank and Gaza Strip.
- Writing monitoring financial spot-checks reports and follow up on required actions from field visits spot-checks.

4. Financial Tasks:

- Ensure follow up on funds disbursement and refunding.
- Ensure Financial Tracking Service (FTS) reporting as required.
- Clear budget and send to Funding Coordination Section Finance for compliance check
- Validate Due Diligence on partner bank details
- Check payment status
- Created Partner grant
- Create purchase orders

5. Administrative Tasks:

- Lead the preparation of the regular Advisory Board Meetings, preparing Progress HF reports and analysis of using the fund.
- Prepare the monthly updates for HF and assisting in the drafting of annual reports.

Corporate Competencies:

1. Innovation:

Ability to make new and useful ideas work.

Adept with complex concepts and challenges convention purposefully

2. Leadership:

Ability to persuade others to follow.

Generates commitment, excitement and excellence in others

3. People management:

Ability to improve performance and Satisfaction

Models independent thinking and action

4. Communication:

Ability to listen, adapt, persuade and transform

Synthesizes information to communicate independent analysis

5. Delivery:

Ability to get things done while exercising good judgment.

Meets goals and quality criteria for delivery of products or services

Functional / Technical 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.

- d) 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.
- e) Accountability – Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Education:

- Advanced Degree (Master’s degree) in Accounting, Finance, Economics, Business Administration, Social Sciences, or other relevant field is required;
- Specialized certification in Accounting and/ or Finance is an asset.

Experience

- Up to four years of progressively responsible experience at the national or international levels in finance, accounting, administration, monitoring and evaluation, statistics, budget management, and/ or other relevant field is an asset.
- Two years’ experience in humanitarian affairs, emergency preparedness, crisis/ emergency, relief management is an asset.
- Experience in the usage of computers and office software packages is required.
- Experience in financial analysis and financial reporting plus attention to details is required.

Other desirable experience:

- Experience with UN or International organization is an asset
- Knowledge of UN Rules and Regulations is an asset

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: 13 April 2020

Applications received after this date will not be considered.

Women are encouraged to apply