



UNITED NATIONS

NATIONS UNIES

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

VACANCY ANNOUNCEMENT # 2021-004
Humanitarian Affairs Officer (*National Position*)
Level (NOB)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, NOB
Duty Station: Jerusalem
Duration: One year with possibility of extension
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 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 guidance of the Head of Office and the direct supervision of the Head of the Coordination and Communications Unit at UN OCHA oPt, the Humanitarian Affairs Officer supports implementation of the office work plan. The incumbent will work closely with partners from the Humanitarian Country Team in the oPt, OCHA Units and Field Offices of OCHA oPt and, when required, with the relevant branches of OCHA New York, Geneva and Regional Offices. The incumbent will also work with other UN agencies, NGOs, government authorities, international, regional and local media, subject matter experts, multi-lateral and bilateral donors, civil society and government actors in order to support successful implementation of the global and oPt-specific strategies. Specifically, the duties and responsibilities mentioned below.

Under the direct supervision of the Head of Coordination and Communications, the Humanitarian Affairs Analyst will be responsible for the following duties and responsibilities:

- 1. Support inter-agency coordination.**
- 2. Support OCHA's advocacy role in the oPt and liaise with Arabic-speaking members of the media**

- 3. Contribute to the strategic planning and analysis of the OCHA oPt office.**
- 4. Enhance accountability towards affected persons in AoR.**
- 5. Manage administrative tasks related to AoR and carry out other duties in accordance with the priorities set by OCHA oPt management.**
- 6. Undertake any other duties as requested by supervisor.**

1. Support inter-agency coordination

- ❑ Support inter-agency coordination mechanisms and OCHA's advocacy role through managing advocacy coordination within the Humanitarian Country Team (HCT), as Chair of the HCT's Advocacy Working Group, overseeing the development and implementation of the HCT's advocacy strategies and action plans, including leading formulation of annual advocacy action plans.
- ❑ Liaising closely with the office of the Humanitarian Coordinator, who leads the HCT in its advocacy, ensure the HC as well as OCHA senior management are well briefed on advocacy priorities identified by partners; and ensure smooth flow of information between HCT AWG, Cluster-specific advocacy focal points and the Inter-Cluster Coordination Group.
- ❑ Organizes and participates in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.

2. Support OCHA's advocacy role in the oPt and liaise with Arabic-speaking members of the media

- ❑ Contributes to the production of appeals for international assistance;
- ❑ Establishes and maintains contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.
- ❑ Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc
- ❑ Serves as the primary focal point on specific topics or policy-related issues; keeps abreast of latest developments, liaises with other humanitarian organizations, donors, media (where appropriate) etc., ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.
- ❑ Partners with other humanitarian agencies to plan and evaluate advocacy initiatives and help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.
- ❑ Reviews and provides advice on policy issues related to advocacy aimed at safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.
- ❑ Liaise with Arabic-speaking members of the media.

3. Contribute to the strategic planning and analysis of the OCHA oPt office

- ❑ Contributes to strategic planning of the office, including context analysis of the situation in the oPt relevant for planning and implementation of OCHA activities, with particular focus on advocacy elements.

- ❑ Contribute to the OCHA oPt's office preparation of contingency planning/scenario building and the identification of emergency developments generating humanitarian needs and requiring a humanitarian response, especially communications aspects.
- ❑ Monitors, analyzes and reports on humanitarian developments, disaster relief/management or emergency situations in assigned country/area, as needed
- ❑ Organizes and prepares studies on humanitarian, emergency relief and related issues; organizes follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues.

4. Enhance accountability towards affected persons in AoR.

- ❑ Enhances accountability towards affected persons in AoR, including ensuring affected persons are consulted and their views integrated into advocacy plans
- ❑ Support production of communications content amplifying perspectives of affected persons.

5. Manage administrative tasks related to AoR and carry out other duties in accordance with the priorities set by OCHA oPt management

- ❑ Provides guidance to, and may supervise, or mentor new/junior staff.
- ❑ Carries out administrative tasks, as needed, including developing, maintaining and populating monitoring tools.
- ❑ Carry out other duties in accordance with the priorities set by OCHA oPt management.

6. Undertake any other duties as requested by supervisor.

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 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. Communication – Excellent communication (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.
- c. 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.
- f. 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.
- g. Judgement/Decision Making – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; 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.

Education:

Advanced university degree (Master’s Degree) is required in Political or Social Science, International Studies, Law, Economics, Business Administration, Human Rights, Communications or other relevant field.

Experience:

- Minimum of 2 years of progressively responsible experience at the national or international levels in humanitarian affairs, emergency preparedness, crises/emergency relief management, human rights are required.
- Experience in coordination and in building and sustaining effective relationships with UN agencies and partners is required.

- Experience in conceptualizing and overseeing coordination and execution of a broad range of inter-agency events, activities or campaigns, including liaising with field and security colleagues and members of the diplomatic and donor community is required.
- Professional experience of working in or dealing with the media, particularly Arabic media, is required.
- Experience in the usage of computers and Office software packages, including Excel sheets is required.
- Knowledge of database packages is desirable.
- Experience with UN or International organization is required.
- Experience developing and overseeing implementation of strategic plans is desirable.
- Knowledge of web-based technologies for the implementation on online events with tens of participants is an asset.
- Experience shaping advocacy on sensitive issues or in sensitive contexts, an asset.
- Experience implementing accountability towards affected persons approaches an asset.
- Good experience in the field and knowledge of the agency's work will be an asset.
- Knowledge of UN Rules and Regulations is an added advantage

Language requirements:

Fluency in English and Arabic language both spoken and written is required. Knowledge of oral and written Hebrew is desirable.

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: 05 March 2021

Applications received after this date will not be considered.

Women are encouraged to apply