

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

VACANCY ANNOUNCEMENT # 2022-005
Humanitarian Affairs Associate (*National Position*)
Level (ICS-6)
Hebron/OCHA oPt

Contract: Fixed Term Appointment, ICS 6
Duty Station: Southern West Bank Unit, Hebron
Duration: One Year
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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 too 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 the Northern Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy.

The position of Humanitarian Affairs Associate will contribute and assist in carrying out of 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).

The position of the Humanitarian Affairs Associate will work in close collaboration with various units in the OCHA oPt Jerusalem office, various UN agencies, NGOs, authorities, local communities, ... etc.

The Humanitarian Affairs Associate will work under the guidance and direct supervision of the Humanitarian Affairs Analyst of the Southern Unit, in Hebron.

The incumbent will be responsible, as requested, for the following duties:

- **Monitor, assess, report and conduct analysis of general Southern West Bank protection issues and specific issues as identified in the Area of Responsibility.**

- **Support monitoring, assessment of humanitarian developments in the Area of Responsibility.**
- **Support humanitarian field coordination in the Area of Responsibility.**
- **Supports OCHA's advocacy role in the oPt.**
- **Supports in Office Administration and Logistics**

1) Monitor, assess, report and conduct analysis of general Southern 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 Area of Responsibility.
- ❑ Draft and prepare regular situation and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.
- ❑ Monitor all local sources of protection related information including media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- ❑ Triangulate and verify 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.
- ❑ Submit 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 Humanitarian Affairs Analyst in the development of trend analyses of political, social, economic and security developments in the AOR and provide recommendations on humanitarian action.
- ❑ Monitor closures and restrictions imposed on the Palestinian population in the AOR.
- ❑ Support the Humanitarian Affairs Analyst in the mapping/profiling 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 covering Hebron and Bethlehem 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.
- ❑ Carry out field work, including assessments and fact-finding field trips as required, and write field assessment reports

- ❑ Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
- ❑ Support the Humanitarian Affairs Analyst in convening coordination meetings at the district level to identify humanitarian issues and seek response mechanisms jointly with other stakeholders. Prepare invitations, 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 Area of Responsibilities.
- ❑ Support the Humanitarian Affairs Analyst in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies.
- ❑ Support the preparation of regular situation/update reports and produce trend analysis on key protection of civilians' indicators and their humanitarian impact.

4) Supports OCHA's advocacy role in the oPt

- ❑ Support the Humanitarian Affairs Analyst 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 Area of Responsibility as requested.
- ❑ Support the Humanitarian Affairs Analyst 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 Humanitarian Affairs Analyst 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 Field Coordination Unit's electronic and hard copy filing systems.
- ❑ Maintaining the petty cash and all related invoices and payments
- ❑ Maintaining stockpiles of needed clerical material and other cleaning/ hygiene material
- ❑ 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:

- **Achieve Results:** Plans and monitors own work, pays attention to details, delivers quality work by the deadline.
- **Think Innovatively:** Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements
- **Learn Continuously:** Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.
- **Adapt with Agility:** Adapts to change, constructively handles ambiguity/uncertainty, is flexible.
- **Act with Determination:** Shows drive and motivation, able to deliver calmly in face of adversity, confident.
- **Engage and Partner:** Demonstrates compassion/understanding towards others, forms positive relationships
- **Enable Diversity and Inclusion:** Appreciate/respect differences, be aware of unconscious bias, confront discrimination

Functional Competencies:

- **Knowledge Generation:** Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- **Knowledge Facilitation:** Ability to animate individuals and communities of contributors to participate and share, particularly externally.
- **Resource Management:** Ability to allocate and use resources in a strategic or tactical way in line with principles of accountability and integrity.
- **Communication:** Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
- **Digital Awareness and Literacy:** Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed.
- **Working with Evidence and Data:** Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making.

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, human rights or other related areas is required.

OR

(3) Three years of the above qualifying experience with a Bachelor's 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 is required.
- Experience in Administration is an advantage
- Experience with UN or International organization is an advantage;
- Knowledge of UN Rules and Regulations is an advantage;
- Knowledge of the Southern governorates in the Area of Responsibility 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: 1 April 2022

Applications received after this date will not be considered.

Women are encouraged to apply