

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

VACANCY ANNOUNCEMENT # 2022-006
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 the monitoring and assessment of humanitarian developments.**

- **Support field and humanitarian coordination.**
- **Supports OCHA's advocacy role in the oPt.**
- **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

- ❑ Prepare data reports with charts for analytical reports highlighting key protection factors
- ❑ Conduct assessments of needs and risks in the AOR following natural/ manmade shocks and in coordination with relevant humanitarian partners.
- ❑ Maintain regular contact with governmental and civilian institutions responsible for delivering aid and humanitarian assistance
- ❑ 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.
- ❑ Monitor humanitarian assistance progress and conduct assessments of needs and risks in the Area of Responsibility.

2) Support monitoring and assessment of humanitarian developments

- ❑ Assist in the development of assessment tools and provides technical support to HAA in applying the different tools.
- ❑ Monitor closures and restrictions imposed on the Palestinian population in the AOR.
- ❑ Support HAA in 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

- ❑ Carry 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 including online linkages and presentations, and coordinate logistics.
- ❑ Support HAA in representing OCHA SFCU in local emergency response groups established under the authority of Governor's offices in the AoR
- ❑ Monitor and report on movement and access restrictions experienced by the humanitarian organizations or critical service providers.
- ❑ Liaise with the local authorities and other actors on behalf of the sub office when requested as 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.
- ❑ Provides humanitarian input from AoR to be used for dedicated social media platform including verified incidents, photos, videos and quotes.
- ❑ 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 that office utilities and security measurements are maintained.
- ❑ Act as the security warden for the UN Building in Hebron
- ❑ 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:

- **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 GIS is an advantage.
- Experience in remote sensing 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: 01 April 2022

Applications received after this date will not be considered.

Women are encouraged to apply