

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

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**VACANCY ANNOUNCEMENT # 2022-004**  
**Humanitarian Affairs Associate (*National Position*)**  
**Level (ICS-6)**  
**Nablus/OCHA oPt**

**Contract:** Fixed Term Appointment, ICS 6  
**Duty Station:** Northern West Bank Unit, Nablus  
**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 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 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 the development of the field office and headquarters humanitarian strategy, support in including inter-cluster contingency coordination and planning, and in setting deliverables 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/ Head of sub-office of the Northern West Bank Unit, in Nablus.

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

1. **Monitor, assess, report, and conduct analysis of general Northern West Bank protection issues and specific issues as identified in the Area of Responsibility.**
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 Southern WB protection issues and specific issues as identified in the Areas of Responsibilities**

- ❑ Assist the Humanitarian Affairs Analyst to conduct periodic information analysis about 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 humanitarian assistance progress and conduct assessments of needs and risks in the Area of Responsibility.
- ❑ 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.
- ❑ Provide/ prepare data reports with charts for analytical reports highlighting key protective factors and requested info.
- ❑ 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, checked 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 the 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 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 the drafting of periodic reports and information analysis about 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 Nablus, Jenin, Tulkarem, Qalqiliya, Salbit, Tubas, and part of 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.

- ❑ Carry out fieldwork, including assessments and fact-finding field trips, daily as required as well as guide delegations on field tours in the Area of Responsibility.
- ❑ Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
- ❑ Support 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 to monitor humanitarian projects implemented in the AOR.
- ❑ Support 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).
- ❑ Liaise with the local authorities and other actors on behalf of the sub-office when requested as required.
- ❑ Support in representing OCHA North office in local emergency response groups established under the authority of Governor's offices in the AoR as requested.
- ❑ Monitor and report on 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 with interpretation and translation work when required.

#### 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 to maintain awareness of current humanitarian affairs and related issues in the Area of Responsibility as requested.
- ❑ Provides humanitarian input from the area of responsibility (AoR) to be used for dedicated social media platforms including verified incidents, photos, videos, and quotes.
- ❑ 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 that office utilities and security measurements are maintained.
- ❑ Act as the security warden for the UN Building in Nablus.
- ❑ 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.

### **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 fields 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 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 advanced 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 North West bank 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**