

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

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**VACANCY ANNOUNCEMENT # 2022-003**  
**Humanitarian Affairs Associate (*National Position*)**  
**Level (SB3-3)**  
**Gaza/OCHA oPt**

**Contract:** Service Contract, SB3 Level 3  
**Duty Station:** Gaza  
**Duration:** Six months  
**Starting Date:** As soon as possible

The office in the occupied Palestinian territory has responsibility to coordinate humanitarian action in Gaza and the West Bank in order to expand its reach, improve prioritization, reduce duplication and ensure that aid and protection is available for those in need. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) to mobilize and engage a range of financing instruments to ensure that humanitarian needs are met and financing mechanisms are complementary; (b) to develop humanitarian policy; (c) to advocate and raise awareness about humanitarian crises and promote respect for international humanitarian law; (d) and to provide information management services to the humanitarian community.

In order to meet the increased need for coordination, advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) needs to strengthen its team in the Gaza strip. Under the overall guidance and direct supervision of the Head of the Gaza Sub-Office (HoSO), the incumbent will support the work of the Gaza based Inter Cluster Working Group (ICCG) and OCHA's coordination functions, ensure continued monitoring of HR violations/protection issues, and support related advocacy initiatives.

The Humanitarian Affairs Associate will work under the direct supervision of the Head of Gaza Sub-Office.

The Humanitarian Affairs Associate is responsible for:

1. **Monitor, assess, report and conduct analysis of protection issues and specific issues in the Gaza strip**
2. **Support the monitoring and assessment of humanitarian developments.**
3. **Support field and humanitarian coordination.**
4. **Supports OCHA's advocacy role in the oPt.**

## **1. Monitor, assess, report and conduct analysis of protection issues and specific issues as identified in the Gaza Strip**

- ❑ Assist to conduct periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and assistance in the Gaza strip.
- ❑ 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 when required.
- ❑ 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 bi-weekly Protection of Civilian report.
- ❑ Assist in analyzing trends, identify emerging areas of concern and ensure that necessary actions are taken.
- ❑ Submit protection issues to be raised with relevant actors to the HoSO as necessary.

## **2. Support monitoring and assessment of humanitarian developments**

- ❑ Assist the HoSO in the development of trend analyses of political, social, economic and security developments in the Gaza strip and provide recommendations on humanitarian action.
- ❑ Monitor closures and restrictions imposed on the Palestinian population in the Gaza strip.
- ❑ Support the HoSO in the mapping of access restrictions and its impact on Palestinians.
- ❑ 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 about the humanitarian situation and coordination of humanitarian response.
- ❑ 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.
- ❑ Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
- ❑ Support the HoSO in convening coordination meetings 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 in order to monitor humanitarian projects implemented in the Gaza strip.
- ❑ Support the HoSO 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 Inter Cluster Working Group (ICCG).
- ❑ Participate to preparedness work by supporting Inter Agency Contingency Plan (IACP) updates, assisting in simulations and drills, attending meetings and participating to initiatives related to preparedness.

- ❑ Liaise with the local authorities and other actors on behalf of the HoSO when requested and as required.
- ❑ 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 the HoSO with interpretation and translation work when required.

#### **4. Supports OCHA's advocacy role in the oPt**

- ❑ Support the HoSO 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 Gaza strip as requested.
- ❑ Support the HoSO 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 HoSO in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

### **Corporate Competencies:**

#### **Innovation:**

Ability to make new and useful ideas work.  
Adapts deliverables to meet client needs.

#### **Leadership:**

Ability to persuade others to follow.  
Proactively seeks and recognizes contributions of others.

#### **People Management:**

Ability to improve performance and satisfaction.  
Appropriately involves team in different stages of work and decision-making.

#### **Communication:**

Ability to listen, adapt, persuade and transform.  
Expresses information and views with adaptive reasoning and appreciation for complexity and variation.

#### **Delivery:**

Ability to get things done while exercising good judgment.  
Takes responsibility for addressing critical situations and delivering core value.

### **Functional Competencies:**

- **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).

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- **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.
- **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.

### **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, administration, human rights or other related areas is required.

(3) Three years of above qualifying experience maybe accepted in lieu of the 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 advance knowledge of spreadsheet and database packages is required.
- Experience in handling of web-based management systems is required.
- Computer literacy is required.
- Experience in GIS/ remote sensing is desirable.
- Experience with UN or International organization is desirable.
- Knowledge of UN Rules and Regulations is desirable.

### **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: 10 February 2022**

Applications received after this date will not be considered.

**Women are encouraged to apply**