

Posting Title: Field Support Clerk, ICS-4
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: East Jerusalem
Posting Period: 20 May 2023 – 02 June 2023
Job Opening number: 2023-04

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Office for the Coordination of Humanitarian Affairs (OCHA) 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.

This position is located in East Jerusalem, within the Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (OCHA oPt). The Humanitarian Affairs Analyst reports to the Head of Field Coordination Unit/Humanitarian Affairs Officer.

Responsibilities: Within delegated authority, the Field Support Clerk will be responsible for the following duties:

- Support organizing the logistics for field missions.
- Support in liaison with UNDSS to ensure appropriate clearance is obtained (Submitting and following up on TRIP requests).
- Support in liaison with partners participating in inter-agency field visits / assessments to ensure the smooth planning of field missions.
- Support in organizing convoys by briefing drivers from other agencies.
- Drive during field missions.
- Ensure all communications equipment is working and liaise with DSS during the field missions.
- Ensure that security mitigation measures are implemented and advise where gaps may exist, together with OCHA Security Focal Point.
- In coordination with sub offices, maintain network of contacts to facilitate interagency missions throughout the West Bank.
- Support in providing translation from English to Arabic when needed.
- Support in documenting field visits with photographs if requested.
- Assist in providing emergency support to field offices.
- Support OCHA sub offices in the field in conducting field assessments, incident verification when needed.
- Support in entering incidents into the Protection of Civilians database.
- Assist in the follow up on practical emergency preparedness actions that need implementing at the field level.
- Support the Head of West Bank Field Unit to follow up on Security changes on the ground that would potentially impact the field operations of the West Bank Team.
- Assist in media and other reliable sources with regards to changes in political, economic and security environment and provides regular information and updates when required.
- Support the head of West Bank Field Coordination Unit and Head of Sub Offices on understanding impact of movement restrictions on communities and helps keep a record or follow up actions.

- Support in researching or analyzing specific issues as requested by the West Bank Field Coordinator or heads of sub office.
- Support the Head of West Bank Field Coordination Unit and Head of Sub offices on understanding impact of movement restrictions on communities and help keep a record or follow up actions.
- Support in maintaining and tracking of an access initiative logbook, that tracks all follow up steps taken by members of the team and Head of West Bank Field Unit to address obstacles for communities to reach services.
- Support in other field related tasks when needed as requested by the Head of the West Bank Field Coordination Unit, including, but are not limited to:
 - o Driving
 - o Organizing and scheduling meetings for the head of WB field unit
 - o Responding to requests for information
- Perform other tasks as requested by the Head of the West Bank Field Coordination Unit.

Competencies:

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for

incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications:

Education: High School Diploma. University Degree is desirable.

Experience:

A minimum of (4) four years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area.

- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.
- Experience in the usage of computers and office software packages is required.
- Experience in a humanitarian context within the UN common system or other comparable international organization is desirable.
- Experience in coordinating information in a disaster response or complex emergencies is desirable.

- Experience in security and protocol is desirable.
- Knowledge of UN Rules and Regulations is desirable.
- A valid driver's license and experience of driving in the West Bank is required.

Language:

Fluency in English and Arabic both spoken and written is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS: 02 June 2023

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.