

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

VACANCY ANNOUNCEMENT # 2018-001
Monitoring and Finance Analyst (*National Position*)
Level (ICS-8)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-8 (NOA)
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA office has a 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.

The oPt Humanitarian Fund, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. OCHA ensures the day-to-day management of the HF on behalf of the Humanitarian Coordinator, including selection of projects, filtering, and disbursement of funds and monitoring. OCHA also ensures that required needs assessments, gaps analysis and coordination have taken place before funds are allocated.

In order to meet the increasing requirements for the alignment of the HF with the overall coordination priorities, including the Humanitarian Programme Cycle and prioritization by clusters, OCHA is boosting its capacity in the OCHA oPt Humanitarian Finance Unit. Through its increased capacity unit will ensure adequate support to coordination structures, timely and accountable inter-agency humanitarian response and funding.

Under the overall guidance of the Head/ Deputy Head of Office and direct supervision of the Humanitarian Fund Manager, the incumbent will assist with Humanitarian Finance Unit related tasks and inter-cluster contingency planning.

The incumbent will be responsible for the following duties:

- Support the Management of CBPF operations
- Implement the Project Cycle Management
- Implement the CBPF Accountability Framework
- Financial Tasks
- Administrative Tasks

Function / Expected Results

1. *Support the CBPF operations:*

- Contribute to the work of the Humanitarian Finance Unit in developing the CBPF scope and objectives and/or allocation paper.
- Implement Humanitarian Finance Unit work in providing oversight to the funding cycle.
- Support the efforts of the CBPF to link the fund with the Humanitarian Programme Cycle (HPC) by promoting allocations in alignment with the HRPs.
- Promote partner compliance with CBPF procedures.
- Support the work of the Humanitarian Finance Unit to facilitate the development of the CBPF scope and objectives, together with allocation papers.
- Lead the public information sharing efforts with all stakeholders

2. *Implement the Project Cycle Management:*

- Facilitate and train stakeholders on the use of the Grant Management System (GMS).
- Ensure compliance with processes, systems, templates and tools for CBPF defined in the Handbook.
- Provide support to all CBPF recipients throughout the allocation process and promote a feedback system for continuous learning.
- Coordinate and facilitate all activities associated with the strategic review (project prioritization).
- Coordinate and facilitate all activities associated with the technical review.
- Ensure narrative and financial reporting compliance.
- Manage project revision requests (e.g. follow-up and support on budget revision, reprogramming, no-cost extensions, etc.).

3. *Implement the CBPF Accountability Framework:*

- Coordinate and facilitate capacity and performance assessments for partners and risk management.
- Ensure compliance with the minimum requirements described in the operational modalities
- Ensure compliance with audit requirements and follow up recommendations stemming from audits.
- Ensure the implementation of monitoring and evaluating of funded projects through regular field visits in West Bank and Gaza Strip.
- Writing monitoring reports and follow up on required actions from field visits.

4. *Financial Tasks:*

- Ensure follow up on funds disbursement and refunding.
- Ensure Financial Tracking Service (FTS) reporting as required.
- Clear budget and send to Funding Coordination Section Finance for compliance check
- Start the Business Partner creation request
- Start Bank Account creation request
- Validate Due Diligence on partner bank details
- Check Umoja payment status
- Created Partner grant
- Create purchase orders

- Start payment process and follow up with OPPBA (Accounts) and Treasury

5. Administrative Tasks:

- Lead the preparation of the regular Advisory Board Meetings, preparing Progress HF reports and analysis of using the fund.
- Prepare the monthly updates for HF and assisting in the drafting of annual reports

Corporate Competencies:

Demonstrates integrity by modeling the UN's values and ethical standards.

Advocates and promotes the vision, mission, and strategic goals of OCHA.

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Treats all people fairly without favoritism.

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).
- Communication – Excellent communication (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.
- Teamwork – Works collaboratively with colleagues to achieve organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- Planning and Organising – 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.
- Accountability – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- 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.

- Judgment/Decision-making – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.
- Commitment to Continuous Learning – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.
- Technology Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the Office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology

Education:

Advanced Degree (Master's Degree) preferably in Accounting and Finance, economics, Business Administration or other relevant field.

Experience:

Minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, project management and budget management.

Experience with the United Nations is an asset.

Language requirements:

Fluency in the UN and National Language of the duty station

CLOSING DATE FOR APPLICATIONS: 2 May 2018

Applications received after this date will not be considered.

Only those shortlisted will be contacted.

Women are encouraged to apply