

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

VACANCY ANNOUNCEMENT # 2018-004
Monitoring and Reporting Analyst (*National Position*)
Level (SB4/Peg3)
Gaza/OCHA oPt

Contract:	Service Contract, SB4/Peg3
Duty Station:	Gaza
Duration:	6 months 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 and Deputy Head of Office and direct supervision of the Humanitarian Fund Manager, the incumbent will assist with Humanitarian Finance Unit related tasks.

The incumbent will be responsible for the following duties:

- Follow up on the monitoring of funded projects
- Follow up on the reporting of funded projects
- Partner Capacity Building on Monitoring and Reporting
- Support the HFU during the allocation process

1. Follow up on the monitoring of funded projects:

- Follow up on the implementation of the annual monitoring work plan for oPt Humanitarian Fund (HF).
- Organize and conduct monitoring field visits for funded projects, draft monitoring reports, and upload the reports/recommendations on the GMS monitoring module.
- Follow up with partners and cluster coordinators on the monitoring action points.

2. Follow up on the reporting of funded projects:

- Ensure that the reporting requirements of funded projects are based on the HF operational modalities and identified appropriately on the Grant Management System (GMS).
- Ensure that partners are submitting programmatic reports in a timely manner by closely following up on reporting time frame of individual projects, and following up with partners and reminding them to submit the report within the deadline.
- Conduct periodic review of existing reporting timelines for individual projects on GMS and make necessary adjustments as required following certain events such as project revision, late submission of reporting or changes on the implementation status.
- Review individual progress and final narrative, and manage the feedback and approval process on GMS.
- Participate in drafting monthly report, annual report and other HF documents.
- Attend relevant HF meetings and take the minutes.

3. Partner Capacity Building on Monitoring and Reporting:

- Conduct capacity assessment for partners and select the risk level on GMS
- Participate in compiling partner training needs on issues related to Monitoring and Reporting.
- Participate in the preparation of training materials/tools.
- Conduct training sessions for partners.
- Participate in provision of any technical assistance and guidance for partners on GMS pertaining to reporting and revision via phone, email or by arranging individual short meetings with partners.

4. Support the HFU during the allocation process:

- Support in drafting the allocation papers
- Support the HFU during the allocation process.
- Assist in the coordination of logistic support to HFU
- Perform other duties as required by the supervisor.

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 economics, Business Administration or other relevant field.

Experience:

Minimum of three years of progressively responsible experience in humanitarian affairs, monitoring/evaluation and reporting or project management or any other related field. Experience with the United Nations is an asset

Language requirements:

Fluency in English and National Language of the duty station, Excellent writing skills in English

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: 5 January 2019

Applications received after this date will not be considered.

Women are encouraged to apply