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VACANCY ANNOUNCEMENT # 2016-005
Research Assistant (*National Position*)
Level (ICS-5)
Jerusalem/OCHA oPt

Contract:	Fixed Term Contract, ICS-5
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 conflict and natural disasters, response 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 has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and national-level coordination at both the operational and policy levels.

Under the guidance and supervision of the Head of Research and Analysis Unit, the Research Assistant serves as the main focal point for issues related to OCHA's protection of civilians (PoC) data.

The Research Assistant works in close collaboration with the Communication Unit, Field Coordination Units, and other units within the OCHA oPt Office and other UN Agencies staff to ensure credible, comprehensive, accurate and timeliness of protection related information and indicators.

Summary of Key Functions:

- Validation and entering of information into OCHA's PoC database.
- Handling information requests
- Support the development of a new PoC database
- Produce analysis and drafting reports on PoC issues
- Liaise with Protection Cluster working groups

1) Validation and entering of information into OCHA's PoC database:

    i) review weekly field reports concerning PoC developments,
    ii) identify gaps and inconsistencies,
    iii) contact relevant field persons to amend/ complete information,
    iv) Enter the relevant information into the database.

2) Handling of information requests

    i) regular querying of OCHA's PoC database in response to information requests to feed OCHA's reports,
    ii) querying of OCHA's PoC database in response to information requests by partners and other stakeholders,
    iii) Generation of relevant tables and graphs.

3) Support database development

    i) Contribute to the design of a new online PoC database through the provision of regular feedback during the development stage to the developer sitting in the Information Management Unit.

4) Analyzing and drafting

    i) Produce trend analysis on PoC indicators to be used in OCHA internal and public reports.
    ii) serve as an alternate focal point for the drafting of the weekly PoC report,

5) Liaise with Protection Cluster working groups

Serve as OCHA liaison focal point with one or more of the working groups of the Protection Cluster, including by participating in meetings and providing inputs and feedback.

Competencies:

Corporate Competencies:

❑ Demonstrates commitment to UNDP's mission, vision and values
❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Impact of Results:

Given the characterization of the oPt context as a protection crisis, the accomplishment of the abovementioned tasks and objectives is pivotal for the tracking and assessing of the situation, as well as for the planning and implementing of adequate responses. Much of OCHA's relevance and credibility depends on the comprehensiveness, accuracy and timeliness of protection related information and indicators.

Competencies:

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

Level 1.1: Support the preparation of information for advocacy
❑ Supports in identifying opportunities for advocating UNDP's mandate

Building Strategic Partnerships

Level 1.1: Maintaining information and databases
❑ Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis
❑ Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures
❑ Understands the main processes and methods of work regarding to the position
❑ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
❑ Demonstrates good knowledge of information technology and applies it in work assignments

Creating Visibility for UNDP/Supporting UNDP's Capacity to Advocate

Level 1.1: Research and information gathering

❑ Collects, and disseminates information on UNDP focus areas

Global Leadership and Advocacy for UNDP's Goals

Level 1.1: Research and analysis
❑ Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

Conceptual Innovation in the Provision of Technical Expertise
Level 1.1: Research and provision of information
❑ Responds positively to new approaches

Client Orientation

Level 1.1: Maintains effective client relationships
❑ Reports to internal and external clients in a timely and appropriate fashion
❑ Organizes and prioritizes work schedule to meet client needs and deadlines
❑ Establishes, builds and sustains effective relationships within the work unit and with internal and external clients
❑ Responds to client needs promptly

Core Competencies:

❑ Demonstrating/safeguarding ethics and integrity
❑ Demonstrate corporate knowledge and sound judgment
❑ Self-development, initiative-taking
❑ Acting as a team player and facilitating team work
❑ Facilitating and encouraging open communication in the team, communicating effectively
❑ Creating synergies through self-control
❑ Managing conflict
❑ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
❑ Informed and transparent decision making

Education:

Secondary Education. University Degree in Social Science, Sociology, Law, International Studies or a related field would be desirable, but it is not a requirement. Knowledge of international human rights and/or humanitarian law is an asset.

Experience:

5 years of experience in research or International Humanitarian Affairs or monitoring and analysis or human rights. Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

Language requirements:

Fluency in the UN and national language of the duty station.

CLOSING DATE FOR APPLICATIONS: 06 August 2016

Applications received after this date will not be considered.

Women are encouraged to apply