

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

VACANCY ANNOUNCEMENT # 2022-008
Monitoring & Reporting Associate (*National Position*)
Level (ICS-6)
Jerusalem/OCHA oPt

Contract: Fixed Term Appointment, ICS-6
Duty Station: Jerusalem
Duration: 1 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 Planning/Humanitarian Pooled Fund 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.

The Monitoring and Reporting Associate will work under the guidance of the Deputy Head of Office and direct supervision of the Head of Humanitarian Financing Unit/ Fund Manager.

The incumbent will be responsible, as requested, for the following duties:

- **Provide support to the implementation of the monitoring pillar of the HF accountability framework**
- **Provide support to narrative reports review process of HF funded projects**
- **Facilitate knowledge-building and knowledge-sharing on monitoring**
- **Provide support to the Humanitarian Financing Unit during the allocation process**
- **Assist in the follow up on the submission of Central Emergency Relief Fund reports**

1. Provide support to the implementation of the monitoring pillar of the HF accountability framework

- Assist in performing monitoring missions/field visits for funded projects and in line with the HF monitoring plan.
- Assist with the coordination and implementation of field monitoring visits and remote monitoring of HF-funded projects
- Draft and prepare monitoring reports and arrange for uploading the reports and recommendations on the Grant Management System (GMS) monitoring module.
- Review submitted monitoring reports and assist in analyzing the results.
- Follow up with on the recommendations with respective partners and cluster coordinators.

2. Provide support to narrative reports review process of HF funded projects.

- Liaise with partners to receive progress narrative reports in time as per defined operational modalities of HF Funded Project.
- Review narrative reports and provide feedback to partners, related to individual progress and final narrative and reports on Grant Management System.
- Attend relevant HF meetings and assist in taking minutes.

3. Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners

- Preparation of invitations for Monitoring and Reporting related training.
- Design printing materials and compiling of training materials/tools.
- Assist in planning and participate in trainings/workshops to implementing partners and other stakeholders.
- Participate in technical assistance for partners on Grant Management System (GMS)

4. Provide support to the Humanitarian Financing Unit during the allocation process:

- Support in compilation of different inputs for the allocation papers
- Support the Humanitarian Finance Unit during the allocation process in generating Grant Agreement and facilitate the signature process.
- Assist in the coordination of logistic support to Humanitarian Finance Unit.

5. Assist in the follow up on the submission of Central Emergency Relief Fund reports:

- Follow up on reporting time frame of individual projects and following up with partners on the timely submission of reports within the deadline.
- Assist in reviews related to individual Central Emergency Relief Fund progress and final narrative,
- Prepare invitations and invite agencies for the after-action meeting related to the Central Emergency Relief Fund allocations of the HF.

Expected Demonstration of Competencies:

Achieve Results:

Plans and monitors own work, pays attention to details, delivers quality work by the deadline.

Think Innovatively:

Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements.

Learn Continuously:

Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.

Adapt with Agility:

Adapts to change, constructively handles ambiguity/uncertainty, is flexible.

Act with Determination:

Shows drive and motivation, able to deliver calmly in face of adversity, confident.

Engage and Partner:

Demonstrates compassion/understanding towards others, forms positive relationships.

Enable Diversity and Inclusion:

Appreciate/respect differences, be aware of unconscious bias, confront discrimination.

Functional Competencies:

- a) Project Management – Ability to plan, organize, prioritize, and control resources, procedures, and protocols to achieve specific goals.
- b) Communication – Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- c) Monitoring: Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results.
- d) Evaluation: Ability to make an independent judgement based on set criteria and benchmarks.

Education:

A High School degree certified by the Ministry of Education is required. Or A first-level University degree in Economics, Social Sciences, International Relations, Political Sciences or related field will be given due consideration.

Experience:

- Minimum (6) six years with High School diploma or (3) three years with First-level University degree of progressively responsible experience at the national or international levels in humanitarian affairs, emergency preparedness, crises/emergency relief management, project management or other related areas is required.
- Experience in humanitarian emergencies in the field is required.
- Experience in humanitarian financing, socio-economic analysis, statistics or social affairs is desirable.
- Experience in grants management and in the design of logical frameworks, including remote monitoring of humanitarian assistance is desirable.
- Experience in risk management and compliance is highly desirable.
- Experience with the UN common system or equivalent international organization 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: 14 June 2022

Applications received after this date will not be considered.

Women are encouraged to apply