

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

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**VACANCY ANNOUNCEMENT # 2022-011**  
**Monitoring And Reporting Officer (*National Position*)**  
**Level (NOA)**  
**Gaza/OCHA oPt**

<b>Contract:</b>	Fixed Term Contract, NOA
<b>Duty Station:</b>	Gaza
<b>Duration:</b>	One year with possibility of extension
<b>Starting Date:</b>	As soon as possible

The office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (OCHA oPt) 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.

In order to meet the increasing requirements for the alignment of the oPt Humanitarian 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.

As per OCHA's Country-based pooled funds guidelines and the budget preparation note for 2022 budget, the humanitarian financing units for medium size funds (over US\$ 20 million) should have sufficient resources to manage a humanitarian fund including finance and oversight function. The oPt HF allocations increased from US\$ 21 million in 2018 to approximately US\$ 30 million in 2021. This increase requires boosting the Humanitarian Financing Unit capacity.

The Monitoring and Reporting Officer will work under the guidance of the Head of OCHA office and direct supervision of the Head of Humanitarian Financing Unit/ Fund Manager.

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

- **Support in leading in the implementation of the monitoring pillar of the HF accountability framework**
- **Support in leading 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**
- **Follow up with agencies on the Central Emergency Relief Fund applications and reports**

### **Support in leading the implementation of the monitoring pillar of the HF accountability framework**

- Perform monitoring missions/field visits for funded projects and in line with the HF monitoring plan.
- Coordination and implementation of field monitoring visits and remote monitoring of HF-funded projects
- 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.

### **Support in leading the narrative reports review process of HF funded projects**

- Define progress reports timelines and liaise with partners to receive progress narrative reports in time as per the operational modalities of HF Funded Project.
- Review and analyze narrative reports and provide feedback to partners, related to individual progress and final narrative and reports on Grant Management System.

### **Facilitate knowledge-building and knowledge-sharing on monitoring**

- Plan and participate in trainings/workshops to implementing partners and other stakeholders.
- Lead technical assistance for partners on Grant Management System (GMS)

### **Provide support to the Humanitarian Financing Unit during the allocation process:**

- Articulate and format inputs for the allocation papers
- Participate in the Humanitarian Finance Unit allocation process from the allocation strategy preparation to the selection of projects stage.
- Coordination of logistic support to Humanitarian Finance Unit work in related to the allocation process including liaison with cluster coordinators and partners.

### **Follow up on the submission of Central Emergency Relief Fund applications and reports:**

- Follow up on the submission of the CERF application to the secretariate via the fund manager
- Participate in the reviews related to individual Central Emergency Relief Fund progress and final narrative,
- Participate in the after-action meeting related to the Central Emergency Relief Fund allocations of the HF.

### **Corporate 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:**

- **Knowledge Generation:** Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- **Project Management:** Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.
- **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.
- **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.
- **Evaluation:** Ability to make an independent judgement based on set criteria and benchmarks -Ability to anticipate client's upcoming needs and concerns.

### **Education:**

- An advanced university degree (Master's degree) preferably in Political or Social Science, Law, International Studies, Public Administration, or other relevant science is required or
- A first-level university degree in combination with two years of qualifying experience will be given due consideration in lieu of the advanced university degree.

### **Experience**

#### Required experience:

- A minimum of (2) two years with a Bachelor's Degree of progressively responsible experience in political or social science, Law, International Studies, Public Administration, or other related area is required
- Experience with the UN or an NGO in emergency humanitarian programming, crisis/emergency relief management or other related area is required.
- Strong report writing skills and experience with proposal development and review is required.
- Knowledge of logical frameworks, workplans and monitoring plans is required.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Proven experience in coordinating field assessments is desirable.
- Proven experience in data management and analysis is desirable.
- Relevant field experience in emergency situations is desirable.
- Experience working in humanitarian financing is desirable
- Experience in handling web-based management systems is desirable.
- Knowledge of grant management systems (GMS) is 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: 15 July 2022**

Applications received after this date will not be considered.

**Women are encouraged to apply**