

Posting Title: Humanitarian Affairs Analyst, NOB
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: East Jerusalem
Posting Period: 13 December 2022 - 27 December 2022
Job Opening number: 2022-15

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Office for the Coordination of Humanitarian Affairs (OCHA) 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 to and the need for international assistance.

This position is located in East Jerusalem, within the Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (OCHA oPt). The Humanitarian Affairs Officer reports to the Humanitarian Affairs Officer/Researcher.

Responsibilities

Within delegated authority, the Humanitarian Affairs Analyst will be responsible for the following duties:

1. Assists in designing, drafting, and producing research products (in collaboration with the OCHA oPt field team)
2. Researches, analyses and presents information on assigned Humanitarian, Protection or emergency topics issues.
3. Maintains awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area.
4. Produces the biweekly POC reports
5. Drafts the monthly demolition reports
6. Works closely with the Researcher in drafting research products in collaboration with the field team
7. Researches, analyzes and present information on humanitarian and protection developments, or emergency situations in the oPt
8. Conducts analysis on POC data trends and ensure it is fed into all relevant parties
9. Responds to data requests from partners
10. Ensure overall quality of the data
11. Develops and maintains resource information on specific topics related to humanitarian and protection development, or emergency situations in oPt; responds to various inquiries and information requests internally and externally.
12. Assists in the organization of meetings, seminars, conferences, workshops with other UN Agencies, and partners to facilitate exchanges of expertise and views on specific humanitarian and protection related issues.
13. Serves as reporter to these events
14. Performs other duties as required

Competencies

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even

when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of (2) two years with Master's Degree or (4) Four years with first-level University of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area.

- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.
- Experience in writing/drafting reports or other products on humanitarian or related issues is required.

- Experience in a humanitarian context within the UN common system or other comparable international organization is desirable.
- Experience in coordinating information in a disaster response or complex emergencies is desirable.
- Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues, including knowledge of International Humanitarian Law and knowledge of the Israel-Palestine crisis is desirable.

Language:

Fluency in English is required. Fluency in Arabic is desirable.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these

acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS: 29 December 2022

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.