

Posting Title: Humanitarian Affairs Analyst, NOB
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: Ramallah
Posting Period: 06 April 2023 – 19 April 2023
Job Opening number: 2023-03

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 too and the need for international assistance.

This position is located in Ramallah, within the Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (OCHA oPt). The Humanitarian Affairs Analyst reports to the Head of Field Coordination Unit/Humanitarian Affairs Officer.

Responsibilities

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

- Monitors and assesses humanitarian developments in the AOR and their impact on the Palestinian population. Pro-actively reports on the political, social, economic and security development in the AOR on a daily/ad hoc basis. Assists in the development of trend analysis and provide recommendation on humanitarian action;
- Prioritizes and conducts regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports and organizes joint assessments with other UN and INGOs when needed or requested. Reporting and follow-up.
- Mapping of the closure regime and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable.
- Initiates and sustains regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information, supports the development of a common and consistent analysis, and formulate scenarios for action. Gathers POC data and enters it into database.
- Supports field coordination and humanitarian action in preparing and leading coordination meetings, when required at the district level to identify humanitarian issues and seek for response mechanism jointly with other stakeholders;
- Liaises with the local offices of the relevant authorities on behalf of the OCHA Field Office.
- Monitors and reports on access restrictions experienced by humanitarian organizations or critical service providers; and supports in mobilizing resources and interventions to response to a gap in existing aid programmes or a new emergency.

- Represents OCHA in the field/ carry out field visits and meeting with the affected population and representatives of the local communities/authorities.
- Supports OCHA advocacy role in the oPt by carrying out and/or participate in field briefings for officials and diplomats/ maintains awareness of current humanitarian affairs and related issues in the Area of Responsibility.
- Provides regularly inputs for the production of weekly, monthly and ad hoc reports (i.e. humanitarian monitor, PoC, humanitarian updates, HRP, presentations, etc...)
- Ensures a regular and exhaustive transfer of information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.
- Supports the Field Office in disseminating at the local level UN and OCHA reports and provide support to local launches of information products;
- Advocates at local level and in Jerusalem/Ramallah with key stakeholders (NGOs, donors, UN) for the response to emerging humanitarian gaps in the AOR.
- Supports OCHA in the strategic planning of the national office and supports in the preparation of contingency planning/ Builds expected scenarios according to the emerging situations and discuss it with the humanitarian actors in the field;
- Participates in the periodic future planning of OCHA office/ provide ideas to the management to help in allocating OCHA's resources efficiently;
- Supports the identification of emergency humanitarian needs and types of assistances required/ set up meetings with different UN agencies, INGOs and NGOs to gather information to respond to those needs and emergencies.
- Supports specific clusters coordination groups at the national level
- Acts as OCHA focal point for interaction with given cluster. Brief OCHA colleagues of cluster developments and issues, and attend cluster meetings.

- Assists non-Arabic speakers to communicate with the local people/ Act as interpreter and carry out translation work (Arabic/English/Arabic).
- Maintains the administrative issues in the Field Coordination Unit/ Organize and provides support in keeping records of the petty cash use, paying the operational expenses in the FCU including telecommunication bills and any other office requirements. Dealing with any IT/technical problems with suppliers until it is solved.
- Assists with the UN security system/ provides updated security information from the field to the UN operation room. Responds to inquiries about security incidents from DSS and act as security Zone warden.
- Keeps inventory of FCU non-expendable items using the agreed format;
- Liaises with the landlord for any business related to the office.

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.

JUDGEMENT/DECISION-MAKING: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Qualifications:

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

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 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.
- Management experience is desirable.
- Humanitarian Field Experience in the area of Central West Bank is desirable.
- Knowledge of the Cluster System is desirable.

Language:

Fluency in English and Arabic both spoken and written is required.

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: 19 April 2023

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.