

Posting Title: Humanitarian Affairs Officer/ Researcher,  
Temporary Appointment, NOC Level

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: East Jerusalem

Posting Period: *10 June 2023 – 23 June 2023*

Job Opening number: 2023-05

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

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### **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 East Jerusalem, within the Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (OCHA oPt). The Humanitarian Affairs Officer/Researcher reports to the Head of the West Bank Field Coordination Unit.

**Responsibilities:** Within delegated authority, the Humanitarian Affairs Officer/Researcher will be responsible for the following duties:

1. Leads in designing, drafting and producing research products (in collaboration with the OCHA oPt field team)
2. Coordinates the production of inter-unit products such as the Facts and Figures and Humanitarian Bulletin
3. Manages the Research team including their workload and priorities.
4. Coordinates the input and drafts the contribution to the monthly Security Counsel Briefing (SCB) and reviews the bi-weekly Protection of Civilian (POC) report.
5. Conducts humanitarian briefings.
6. Provides input into the production of appeals for international assistance.
7. provides information and advice on a range of related issues.
8. Provides guidance to and may supervise new/junior staff.
9. Monitors, analyzes, and reports on humanitarian and protection developments, or emergency situations in the oPt.
10. Organizes and prepares studies on humanitarian, emergency relief and related issues.
11. Documents and provides analysis on trends related to the protection of civilians.
12. Contributes to the drafting of situation reports and other reporting products in emergencies.
13. Undertakes and provides support to technical assistance and other field missions, e.g., participates in field trips to undertake in-depth reviews of specific issues.
14. Perform 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.

**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.

### **Experience:**

A minimum of (5) five years with Master's Degree or (7) Seven 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 managing 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.
- Experience in managing a team 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 a 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: 23/06/2023**

**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.