

Posting Title: Humanitarian Affairs Associate, ICS-7
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: Ramallah
Posting Period: 06 July 2023
Job Opening number: 2023-06

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 Associate reports to the Humanitarian Affairs Analyst, at OCHA's Central West Bank sub-office.

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

- Provide periodic reports and information analysis in relation to the regular monitoring of the humanitarian situation and coordination of humanitarian response to identified needs in the oPt, specifically in the area of reference (AOR) covering Jerusalem, Ramallah and the Jordan Valley regarding (a) assessment of needs and risks, (b) monitoring of protection of civilians and access indicators and analysis of their humanitarian impact, (c) supporting inter-cluster coordination including through needs assessments and humanitarian response mechanisms.
- Provide assistance and initiative to liaise with local and international humanitarian actors, including UN agencies and NGOs, in order to monitor humanitarian projects implemented in the AOR.
- Carry out field work in the central West Bank, including East Jerusalem, Ramallah and the Jordan Valley areas, including assessments and fact-finding field trips, on a regular basis as required as well as guide delegations on field tours in the AOR.
- Play a key role in community engagement; meet and maintain contact with affected populations including *inter alia* community leaders, municipal councils and Governors' offices and maintain a log of communications to support institutionalized follow up with stakeholders at all levels.
- Provide support to inter-cluster humanitarian response mechanisms and processes, including the drafting of inter-agency emergency response plans, attending cluster and ICCG meetings as requested, and assisting in the identification of information and response gaps.
- Prepare regular situation/update reports and produce trend analyses on key protection of civilians' indicators and their humanitarian impact.
- Provide assistance and initiative to liaise with local and international humanitarian actors, including UN agencies and NGOs, in order to monitor humanitarian projects implemented in the AOR.

2) Monitor, assess, report and analyze general oPt Protection Issues and specific issues as identified by the FCU in the AOR.

- Monitor all local sources of protection-related information including the media, agency reports, and through regular contact with governmental and civilian institutions, community representatives, and key informants.
- Triangulate and verify information, including through undertaking field trips as well as meeting with the affected population and representatives of the local communities/authorities.
- Enter verified protection and access incidents into OCHA's protection of civilians and demolitions databases and trigger emergency response to identified needs through established ICCG mechanisms.
- Analyze trends, identify emerging areas of concern and ensure that necessary responses are integrated into the West Bank Field Coordination Unit Programme, are cross checked for similar trends identified by other OCHA sub-offices, and are raised for further attention to HQ as necessary.

3) Support monitoring and assessment of humanitarian developments.

- Assist the HAAn in the development of trend analyses of humanitarian, political, social, economic and security developments in the AOR and provide recommendations on humanitarian actions.
- Map movement and access restrictions in the AOR and identify their humanitarian impact on Palestinians, including monitoring communities worst affected and most vulnerable. Support OCHA's Information Management Unit in the processing of data on closures and related issues of concern.
- Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Support joint needs assessments with other humanitarian stakeholders as needed or requested, write field visit reports, and follow up on action points.

4) Support OCHA's advocacy role in the oPt

- Carry out and/or participate in field briefings for officials, diplomats, decision makers and others of influence in order to maintain awareness of current humanitarian concerns and related issues in the AOR.

- Regularly support the HAA in the drafting of case studies and provision of figures and other inputs to Headquarters for the production of weekly, monthly and ad hoc reports.
- Support the dissemination, at the local level, of UN and OCHA publications and maps and provide support to local launches of information products.

5) Support OCHA in the strategic planning of the National Office

- Support OCHA office in the preparation of contingency planning, building expected scenarios according to emerging situations, and discussing it with humanitarian actors in the field.
- Participate in the periodic future planning of OCHA office and provide ideas to the management to help allocate OCHA's resources efficiently.
- Support the identification of emergency humanitarian needs and types of assistance required.

6) Office Administration and Logistics

- Ensure the continuation of the FCU institutional memory by maintaining the FCU electronic filing and backup systems, including picture archiving and community profiles, among others.
- Maintain hard copy archives of key documents, as agreed with HAA.
- Regularly maintain and update all contact lists, meeting schedules and activity reports.
- Assist in the management of the FCU vehicles in AOR, in coordination with the Administration Unit.
- Assist non-Arabic speakers to communicate with the local people/ Act as an interpreter and carry out translation work (Arabic/English/Arabic).
- Help the UN security system/ provides updated security information from the field to UNDSS. Respond to inquiries about security incidents from DSS and act as a security Zone warden 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, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.

Qualifications:

Education: Secondary Education is required. Or first level university degree in Economics, Social Sciences, International Relations, Political Sciences or related field will be given due consideration.

Experience:

A minimum of (7) Seven years with Secondary Education 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.

- Experience in research and report writing is required;
- Experience in the field and knowledge of the agency's work is required;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems is required;
- Computer literacy and experience in GIS/ remote sensing is required;
- Experience with UN or International organization is required;
- Knowledge of UN Rules and Regulations is desirable;
- Knowledge of the Central governorates in the AOR is an advantage.

Language: Fluency in English and Arabic language both spoken and written is required.

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: 17 July 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.