

Posting Title: Humanitarian Affairs Associate, Temporary Appointment ICS-6
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: Nablus
Posting Period: *10 June 2023 – 23 June 2023*
Job Opening number: 2023-08

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 Nablus, 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 Northern West Bank sub-office.

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

1. Monitor, assess, report, and conduct analysis of general Northern West Bank protection issues and specific issues as identified in the Area of Responsibility.
2. Support the monitoring and assessment of humanitarian developments.
3. Support field and humanitarian coordination.
4. Supports OCHA's advocacy role in the oPt.
5. Office Administration and Logistics

1) Monitor, assess, report, and conduct analysis of general Southern WB protection issues and specific issues as identified in the Areas of Responsibilities

- ❑ Assist the Humanitarian Affairs Analyst to conduct periodic information analysis about the regular monitoring and coordination of the humanitarian situation and assistance in the oPt, specifically in the Area of Responsibility.
- ❑ Draft and prepare regular situation and analytical reports highlighting social, political, economic, and other relevant factors affecting the overall humanitarian situation.
- ❑ Monitor humanitarian assistance progress and conduct assessments of needs and risks in the Area of Responsibility.
- ❑ Monitor all local sources of protection-related information including media, agency reports, and through regular contact with governmental and civilian institutions and key informants.
- ❑ Triangulate and verify information including prioritizing and undertaking field trips, meeting with the affected population and representatives of the local communities/authorities.
- ❑ Provide/ prepare data reports with charts for analytical reports highlighting key protective factors and requested info.
- ❑ Assist in the timely writing/ drafting of the weekly Protection of Civilian report.
- ❑ Assist in analyzing trends, identify emerging areas of concern, and ensure that necessary responses are integrated into the Field Unit Programme, checked cross-checked for similar trends in the FCUs, and raised for further attention to Jerusalem office as necessary.

- ❑ Submit protection issues to be raised with relevant actors to the head of sub-office at the district level as necessary.

2) Support monitoring and assessment of humanitarian developments

- ❑ Assist the Humanitarian Affairs Analyst in the development of trend analyses of political, social, economic, and security developments in the AOR and provide recommendations on humanitarian action.
- ❑ Monitor closures and restrictions imposed on the Palestinian population in the AOR.
- ❑ Support the Humanitarian Affairs Analyst in the mapping of access restrictions and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable.
- ❑ Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis.
- ❑ Support joint assessments with other UN agencies and local and international NGOs when needed or requested.

3) Support field and humanitarian coordination

- ❑ Provide support in the drafting of periodic reports and information analysis about 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 Nablus, Jenin, Tulkarem, Qalqiliya, Salfit, Tubas, and part of 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 mechanism.
- ❑ Carry out fieldwork, including assessments and fact-finding field trips, daily as required as well as guide delegations on field tours in the Area of Responsibility.

- ❑ Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
- ❑ Support the Humanitarian Affairs Analyst in convening coordination meetings at the district level to identify humanitarian issues and seek response mechanisms jointly with other stakeholders. Prepare invitations, coordinate logistics, and write minutes.
- ❑ Provide assistance and initiative to liaise with international humanitarian actors, including UN agencies and NGOs to monitor humanitarian projects implemented in the AOR.
- ❑ Support in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, humanitarian sector/cluster working groups, and the Operational Coordination Group (OCG).
- ❑ Liaise with the local authorities and other actors on behalf of the sub-office when requested as required.
- ❑ Support in representing OCHA North office in local emergency response groups established under the authority of Governor's offices in the AoR as requested.
- ❑ Monitor and report on movement and access restrictions experienced by the humanitarian organizations or critical service providers.
- ❑ Support the preparation of regular situation/update reports and produce trend analysis on key protection of civilians' indicators and their humanitarian impact.
- ❑ Assist with interpretation and translation work when required.

4) Supports OCHA's advocacy role in the oPt

- ❑ Support the Humanitarian Affairs Analyst to conduct field briefings for officials, diplomats, decision-makers, and visiting delegations to maintain awareness of current humanitarian affairs and related issues in the Area of Responsibility as requested.
- ❑ Provides humanitarian input from the area of responsibility (AoR) to be used for dedicated social media platforms including verified incidents, photos, videos, and quotes.

- ❑ Assist the Humanitarian Affairs Analyst in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

5.) Office Administration and Logistics

- ❑ Ensure that office utilities and security measurements are maintained.
- ❑ Act as the security warden for the UN Building in Nablus.
- ❑ Ensure maintaining and updating all contact lists, meeting schedules, and activity reports.
- ❑ Provide updated security information from the field to the UN operations room. Respond to inquiries about security incidents from the UN Department of Safety and Security as requested. Act as security 'Zone Warden' if 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.

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.

Qualifications:

Education: A High School degree certified by the Ministry of Education is required. A first-level University degree in Economics, Social Sciences, International Relations, Political Sciences or related field is desirable.

Experience:

(6) Six years of progressively responsible experience at the national or international levels in humanitarian affairs, emergency preparedness, crises/emergency relief management, human rights, or other related areas is required.

OR

(3) Three years of the above qualifying experience with a Bachelor's university degree.

- 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 advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems is required.

- Computer literacy is required.
- Experience in GIS is an advantage.
- Experience in remote sensing is an advantage.
- Experience with UN or International organization is an advantage.
- Knowledge of UN Rules and Regulations is an advantage.
- Knowledge of the Northwest bank governorates in the Area of Responsibility 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: 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.