

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)****VACANCY ANNOUNCEMENT****Humanitarian Affairs Assistant****Based at the Jerusalem Field Coordination Unit, OCHA Headquarters****Background**

The UN Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory monitors and provides information and analysis on issues affecting the humanitarian situation in the oPt. OCHA also helps in identifying gaps in humanitarian assistance and helps in the coordination of this assistance to the Palestinian people.

As part of the Humanitarian Action Plan (November 2002), OCHA was asked by members of the international community to strengthen its presence to improve the coordination structures and increase advocacy of humanitarian issues in the oPt. OCHA oPt is based in Jerusalem and has four Field Coordination Units (FCU) in the West Bank (Nablus, Ramallah, Jerusalem, Hebron) and one in the Gaza Strip. Through its expanded presence in the field and Jerusalem, the OCHA team, through the Field Coordinator (FC) in direct conjunction with the Head of Office, ensures reinforced adequate support to humanitarian emergency coordination structures, sectoral coordination and priority areas, both at field and national levels.

Under the direct supervision of and in conjunction with the FC, the assistant to the FC will perform the following duties:

Duties

1. Assist in tasks related to inter-agency coordination issues including: a) CAP preparation, implementation follow-up and monitoring; b) follow-up on humanitarian projects database and mapping in liaison with the Information Management Unit; c) assist in liaising with the PA, in particular the Ministry of Planning; d) assist in liaising with international and national NGOs (AIDA, PNGO) and with the donor community; e) assist in maintaining the Operations Coordination Group (OCG) secretariat functions; f) Participate in Sector Working Group meetings; g) Prepare different documents in liaison with the IMU regarding field trips, fact sheets, etc.
2. Provide assistance to the Field Coordinator and support to the OCHA field coordination units in West Bank and Gaza Strip especially in a) gathering and computerizing information in relation to the regular monitoring and coordination of the humanitarian situation and aid in the oPt, focused on assessment of needs and vulnerability risks and access conditions in the field; b) liaising with other units within Jerusalem HQ to facilitate efficient and coordinated information flows between Jerusalem HQ and the FCUs.
3. Provide periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and aid in the oPt, especially regarding (a) assessment of needs and risks, (b) humanitarian assistance progress monitoring and mapping of donor assistance in relation to the needs.
4. Assist the FC /Deputy Head of Office in his managerial responsibilities and day-to-day administrative tasks both within the Jerusalem main office and in connection with the efficient functioning of the FCUs, in particular with regards to logistics, communications, security, transportation issues, etc. Also maintain the filing system both in hard copy and in the coordination shared drive.
5. Carry out any other relevant tasks assigned by the FC and the Head of Office.

Qualifications

1. University diploma in administration, political science, sociology, law, international relations, development studies or related field;
2. Working experience in the field of international affairs;
3. Excellent knowledge of the oPt and the region,
4. Fluency in spoken and written English and Arabic
5. Proven solid inter-personal and communication skills – Team work spirit essential;
6. Proven ability to function within a multi-cultural and sensitive environment;
7. Excellent computer skills;
8. Valid driving license.
9. Excellent Experience within the UN system
10. Knowledge of Hebrew would be an asset;
11. Experience in field work and research would be an asset;
12. Interpretation, presentation and translation skills

Only qualified candidates should apply, and only those who have been short listed will be contacted. Please e-mail your application (Letter & CV) to the following e-mail address: ochaopt@un.org

Closing date for application: 17:00 on Friday, December 09, 2005