

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)****VACANCY ANNOUNCEMENT****Humanitarian Affairs Associates***Based at Hebron and Gaza FCUs, OCHA oPt*

Salary: Competitive Local United Nation Contract, G7

Starting date: As soon as possible

Under the guidance and direct supervision of the Field Coordination Unit Manager, unit Humanitarian Affairs Officer and in partnership with the Humanitarian Affairs Analyst (HAA) in the OCHA office in the occupied Palestinian territory (oPt) the Humanitarian Affairs Associate (HAA) contributes to the development of field office and Headquarters humanitarian strategy and is expected to set deliverable results within the respective Area of Responsibility (AOR).

In support of the Field Coordination Unit, the Humanitarian Affairs Associate works in close collaboration with various Units in the OCHA oPt Jerusalem office, various UN agencies, NGOs, authorities, local communities etc.

**The incumbent will be responsible for the following duties:**

- **Monitor, assesses, report and analysis of general oPt Protection Issues and specific issues as identified by the FCU in the AOR.**
- **Supports monitoring and assessment of Humanitarian developments**
- **Supports field coordination and humanitarian action.**
- **Supports OCHA's advocacy role in the oPt.**
- **Supports OCHA in the strategic planning of the National Office**
- **Office Administration and Logistics**

**Education:**

Secondary Education. University Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field would be desirable, but it is not a requirement.

**Work Experience:**

5 to 7 years of progressively responsible administrative or programme experience is required at the national or international level. 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.

**Languages:**

Fluency in Oral and Written English. Arabic and/or Hebrew is an advantage.

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

Candidates interested in applying for this position should provide the following:

1. A complete Personal History Form (P11) in English providing full details on education, present and past employment, language skills, computer skills, etc. P11 form can be found on OCHA's website below.
2. A short letter in English (max 600 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

**Only qualified candidates should apply and only those who have been short listed will be contacted.**

Please e-mail your cover letter and application (P11) to the following e-mail address: [ochaopt@un.org](mailto:ochaopt@un.org) with the following subject: *Vacancy\_HAA followed by the area, your last and first names* (ex: Vacancy\_HAA\_Gaza\_AbedSama)

You could also send your application by fax to: (+972) 2-582 5841. Applications received after this date will not be considered.

**CLOSING DATE FOR APPLICATIONS: 27 April 2008**