

Vacancy Announcement
OCHA oPt
National UN Volunteer: Field Support Officer
Based in OCHA Hebron

Background:

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a 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 complex emergencies, response thereto and the need for international assistance.

Duties

Under the direct supervision of the Humanitarian Affairs Officer and in coordination with Humanitarian Affairs Analyst and the Humanitarian Affairs Assistant will perform as part of the FCU team in the South area or Central area focusing on the following functions:

Field Work

Make regular field visits with FCU staff to all areas in AOR for the purposes of monitoring, local coordination and information gathering including needs assessment.

Information Management

Take responsibility for managing FCU information including:

- Electronic shared documents
- Hard copy files of confiscation orders,
- Picture archiving
- Disbursement of information as necessary

Documentation

Provide support to other members of the unit in:

- Writing Minute of Meetings
- Data entry
- Field trip reports
- Records of work done
- Other records as necessary.

Coordination

Provide logistical support for coordination including dissemination of invitations, preparation of information packs and maps, meeting venue and equipment needed.

Administration

Ensure timely payment of bills

Purchase office supplies.

Provide additional support to the FCU as required.

Experience

- **Relevant Working Experience:** extensive knowledge of the Bethlehem Area and preferably has gender experience.
- **Necessary Skills:** Good Computer Skills and preparedness to work in the Field and in the office
- **Languages:** Proficiency in English. Knowledge of a second regional language (Arabic) would be an asset.

How to apply

For a full description of the post and P11 form, please visit the vacancies section on the OCHA oPt website: www.ochaopt.org. Completed detailed UN P11 as specified above referring to **National UN Volunteer: Field Support Officer based in OCHA Hebron** should be faxed to: 02-5825841 or by email to: ochaopt@un.org

CLOSING DATE OF APPLICATIONS: 03 April 2008