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| <p>UNITED NATIONS</p> <p>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</p> <p>Occupied Palestinian Territory</p> |  | <p>الامم المتحدة</p> <p>مكتب تنسيق الشؤون الانسانية</p> <p>في الأراضي الفلسطينية المحتلة</p> |
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P.O. Box 38712 East Jerusalem
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

Job description: Research Analyst

Summary of duties:

The main duties of this post are to produce data and analysis on the humanitarian situation in the oPt and to edit and consolidate reports submitted by partner agencies to publications coordinated by OCHA.

This entails the following tasks:

- The Research Analyst ensures consistent provision of balanced and accurate analysis of the humanitarian situation to support OCHA’s advocacy and coordination functions.
- Assists the Unit with research projects working closely with Field Coordination Unit and field offices, Mapping and Advocacy Units to present information and drawing on information from OCHA and other field offices.
- Guides field staff and others on methods of information collection and analysis and provides support and training to Jerusalem staff.
- Contributes to enhancing the analytical capacity of the OCHA team and that of partner agencies.
- Provides accurate and reliable monitoring and analysis on the impact of conflict and closures on the Palestinian population and resultant needs for use by decision-makers, including the Head of Office and the Humanitarian Coordinator.
- Oversees the streamlining of OCHA monitoring and reporting, identifying gaps and areas of duplication, to ensure greater readership and impact.
- Identifies new areas of focus on the humanitarian situation for OCHA and the humanitarian community at large.
- Provides information and analysis to influence decision-makers so as to improve the humanitarian situation.

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- Coordinates the sharing and analysis of information within the humanitarian country team and with the wider humanitarian community. In doing so,
 - a) Ensures that humanitarian response is better guided by a solid analysis of need; improves the information collection and analysis within sector working groups;
 - b) Produces joint / collaborative reports and foster the sharing of information between agencies and NGOs;
 - c) Support agencies in developing their analytical capacity;
 - d) Leads and/or participate in workshops and meetings.

Qualifications requirements of Research Analyst:

Education: Advanced university degree(Master’s Degree), preferably in Development Studies, Humanitarian Affairs, International Relations, Political Science, Economics or other Social Sciences or other relevant field: or the equivalent combination of education and experience in a related area.

Other Skills: Excellent writing skills.
Training in Research Methods preferred.
Knowledge of the institutions of the UN system, particular of OCHA.

Experience: Two years of relevant experience (four years with Bachelor’s) at the National and international level in:
-Research and analysis in development or humanitarian contexts preferably with a humanitarian monitoring background.
-Familiarity with databases and research programs.

Language requirements: Excellent skills in written and oral English; Knowledge of Arabic is an asset.

How to apply:
Please e-mail your application (letter and CV) to the following e-mail address:
ochaopt@un.org

Deadline: 15 September 2008