

**Terms of Reference**  
**Humanitarian Affairs Analyst (HRF officer)**  
**Field Coordination Unit (Support Team Jerusalem)**  
**Service Contract (SB4/4)**  
**Based in Jerusalem**  
*“Only Nationals of the Duty Station will be considered”*  
**VA # 04-10-001**

**Job purpose:**

The post holder will assist the Humanitarian Response Fund (HRF) Manager in the administration and day-to-day management of the HRF. From time-to-time the post holder will also assist the Field Coordination Unit Support (FCUS) manager in aspects of the coordination of the UN and NGOs. The Humanitarian Affairs Analyst (HRF officer) position comes under the direct supervision of the HRF Manager.

HRF in oPt

The Humanitarian Emergency Response fund (HRF) for oPt, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. Decisions to allocate HRF funds to UN agencies and / or NGOs are made by the Humanitarian Coordinator, based on the recommendations of a Review Board, the cluster lead and OCHA. Both UN agencies and NGOs may request for funds.

OCHA ensures the day-to-day management of the HRF on behalf of the Humanitarian Coordinator, including selection of projects, filtering, and disbursement of funds and monitoring. OCHA also ensures that required needs assessments, gaps analyses and coordination have taken place before funds are allocated. It also drives the final impact assessment and lessons learning process, which complete the HRF cycle.

**Duties and Responsibilities:**

**HRF (Humanitarian Response Fund)**

The role essentially involves assisting the HRF Manager in the day-to-day management of the Fund. The tasks will include:

- Identifying humanitarian needs in cooperation with the field units;
- Screening HRF project proposals in relation to funding criteria;
- Screening proposals for appropriateness with the relevant cluster lead and the OCHA field units;
- Serving as secretariat for the HRF Review Board and Advisory Board;
- Completing MoUs with implementing agencies and ensuring the relevant documentation for each HRF project is submitted promptly and followed up on;

- Overseeing grant management and following up on requests from HRF funding recipient organisations;
- Undertaking project tracking, grant tracking and, in conjunction with the field units, monitor and evaluate HRF projects;
- Drafting and contributing to progress reports on HRF, the HRF annual report, other ad hoc reports and maintaining HRF project database;
- In coordination with the HRF Manager, liaising with donors, UN agencies, international and national NGOs and other relevant stakeholders in the oPt on issues related to the HRF;
- Performing other duties as required.

### **Central Emergency Response Fund (CERF)**

- Act as focal point for CERF related issues;
- Compile the annual consolidated CERF report;
- Track and inform FCU manager of oPt CERF responses.

### **Field Coordination Unit (FCU) tasks**

- Attend coordination meetings on request.
- Management of FCU meeting, workshops and internal field trips.
- Ensure follow-up of agreed internal action points.
- Managerial and administrative duties as necessary.

### **Any other relevant duties as requested by HRF manager**

**Education:** Advanced university degree (Master's degree) in Political or Social Science, International Studies, Law, Economics, or other relevant field.

**Experience:** Two years of relevant experience at the National or International level in Humanitarian Affairs, emergency preparedness, crises/emergency relief management, human rights or other related fields.

**Language requirements:** Fluency in the UN and language of the duty station. Experience with UN or International Organizations is an asset.

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### **How to apply:**

For a full description of the post please visit the vacancies section on the OCHA – oPt website: [www.ochaopt.org](http://www.ochaopt.org)

All applicants are requested to email the following documents to the OCHA oPt Office by using the following email address: [hr@ochaopt.org](mailto:hr@ochaopt.org)

1. Cover letter, in English (max 300 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.
2. Completed United Nations Personal History form (UN P11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

It would be appreciated your stating your full name and the OCHA vacancy notice number (04-10-001) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 24 April 2010**

Applications received after this date will not be considered.