

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT # 03-10-001****Research Analyst (*National Position*)****Level (ICS-8)****Jerusalem/OCHA oPt**

**Contract:** Fixed Term Contract, ICS-8 (NO-A)  
**Duty Station:** Jerusalem  
**Duration:** One year with possibility of extension  
**Starting Date:** As soon as possible

The 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 natural disasters, response there to and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and nation level coordination, both operational and policy.

The Research Analyst will support the Research and Analysis Unit in the production of public information reports and background papers by gathering, processing and analyzing information on relevant humanitarian topics from primary and secondary sources, and by drafting short reports and memos.

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

- Gather and verify information from primary sources
- Liaise with relevant partners and interlocutors
- Review and analyze information
- Draft reports and memos
- Miscellaneous

**1. Gather and verify information from primary sources**

In support of the production of Special Focus reports, and in close coordination with the Field Coordination Unit (FCU) and the Protection Unit, the incumbent conducts field visits

on areas affected by humanitarian problems and contact affected individuals and community leaders to collect and/or verify first hand information on practices by the authorities, humanitarian needs, responses implemented, and remaining gaps, particularly in the area of protection of civilians

## **2. Liaise with relevant partners and interlocutors**

Maintain and develop relationships with partner humanitarian organizations, governmental agencies, civil society organizations and research entities, both in the oPt and in Israel, with the purpose of gathering information, comparing data, and sharing understandings on issues covered by OCHA in its regular weekly and monthly reports, as well as in the Special Focus reports.

## **3. Review and analyze information**

Systematically review, classify, process, and analyze primary and secondary sources of information, including in Arabic and Hebrew, about relevant humanitarian issues, including media reports, surveys, interviews, statistical reports, databases and relevant literature, as needed for the production of reports and background papers.

## **4. Draft reports and memos**

Based on the information gathered from the primary and secondary sources listed above, the incumbent drafts background papers, memos, factsheets and case studies, to be issued as a separate publication, as part of a larger report, or for coordination/intervention purposes.

## **5. Miscellaneous**

Provide any other support needed for the production of public information reports, including verification and clarification of information submitted by the FCU, creation of tables and graphs, proofreading of reports and coordination of the layout and dissemination processes.

### **Education:**

Advanced university degree (MA) in Social Science, Sociology, Law, International Studies or a related field. Knowledge of Israeli law and international human rights and/or humanitarian law is an asset.

### **Experience:**

Minimum of two years working experience in International Humanitarian Affairs, monitoring and analysis, research or human rights.

### **Other Skills:**

1. Strong research, analytical and writing skills, including familiarity with both qualitative and quantitative research methods
2. Excellent communication, interpersonal and coordination skills and an ability to work independently and as a part of a team to deliver under tight deadline.
3. Good knowledge and experience of the humanitarian situation in oPt and a good understanding of the Palestinian-Israeli conflict.
4. Computer literacy and experience with Microsoft office software (including Word, Excel and Access).

### **Language requirements:**

Fluency in the UN and national language of the duty station.

### **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 completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org). 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 (03-10-001) 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: 19 March 2010**

Applications received after this date will not be considered.

**Women are encouraged to apply**