

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

Vacancy Announcement

Research Associate

Position Title:	Research Associate (<i>National Position</i>)
Contract:	Fixed Term Contract, ICS-7 (GS7)
Duty Station:	Jerusalem
Duration:	One year with possibility of extension
Supervisor:	Head of the Research & Analysis Unit

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 natural disasters, response thereto and the need for international assistance.

Under the supervision of the head of the Research and Analysis Unit (RAU) the main duties of this post are to coordinate the production of the monthly Humanitarian Monitor and to provide data and analysis on the humanitarian situation in the oPt to support OCHA's publications and activities.

The Research Associate will be responsible for the following duties:

1. Serve as OCHA's focal point for the production of the monthly Humanitarian Monitor:

- Plan the content and format of each issue.
- Coordinate with relevant people and institutions the submission of relevant contributions.
- Review and edit the content of all contributions and follow up for additions and corrections.
- Draft items on relevant humanitarian issues.

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- Consolidate all contributions into the final document.
- Coordinate with the Information Management Unit the layout of the final product.

2. Support the production of various reports by the RAU:

- Upon request of the head of the RAU contribute to the production of “special focus” reports, by the provision of relevant data and analysis.
- Upon request, serve as focal point for the production of the weekly Protection of Civilians report.

3. Serve as OCHA’s focal point for socio-economic indicators

- Follow up on relevant statistical information and analysis published by the Palestinian Central Bureau of Statistics and similar organizations, and distribute summarized information to OCHA staff.
- Follow up on internal and external information requests related to the socio-economic situation.
- Identify gaps related to socio-economic issues in OCHA’s information and advocacy products.

Qualifications

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

b). Experience: 5 to 7 years of progressively responsible administrative, programme, or research 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.

c). Languages: Fluency in the UN & National language of the duty station.

d). Other skills: Good analytical and writing skills, strong background on the Palestinian-Israeli conflict, Familiarity with statistical indicators and quantitative research methods, Computer Literacy and experience with Microsoft office software,

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Excellent communication and interpersonal skills, high coordination skills and ability to deliver under tight deadlines.

UN Competencies

- Demonstrates commitment to UN Mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Knowledge Management and Learning

- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge.
- Develops substantive knowledge in CCA, UNDAF, UN system reform and MDGs.

Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities of the UN Coordination Unit including support to implementation of UNDAF, managing data, design of databases on CCA/UNDAF, reporting.
- Ability to provide input to business processes re-engineering, implementation of new systems.

Leadership and Self-Management

- Focuses on result for the client.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates strong oral and written communications skills.
- Remains calm, in control and good humored even under pressure.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behavior.

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How to apply:

Qualified candidates are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: 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.
2. 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.

The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated you stating your full name and the exact job title as the subject in your e-mail application.

CLOSING DATE FOR APPLICATIONS: 18 August 2009

Applications received after this date will not be considered.