VACANCY ANNOUNCEMENT

Humanitarian Affairs Associate

Central Field Coordination Unit
Based in Ramallah/OCHA oPt

Salary: **SB3/Peg3**
Type of contract: Service Contract
Starting date: As soon as possible
Initial length of contract: 6 months contract, with possibility of extension

Under the guidance and direct supervision of the Field Coordination Unit Manager, unit Humanitarian Affairs Officer and in partnership with the Humanitarian Affairs Analyst (HAAn) in the OCHA office in the occupied Palestinian territory (oPt) the Humanitarian Affairs Associate (HAAs) contributes to the development of field office and Headquarters humanitarian strategy and is expected to set deliverable results within the Central Area (Jerusalem, Ramallah, and the Jordan Valley) or Area of Responsibility (AOR).

In support of the Central Field Coordination Unit (FCU), the Humanitarian Affairs Associate works in close collaboration with various Units in the OCHA oPt JERUSALEM office, various UN agencies, NGOs, authorities, local communities etc.

The incumbent will be responsible for the following duties:

Monitor, assess, report and analyse general oPt Protection Issues and specific issues as identified by the FCU in the Central FCU.

- Conduct periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and aid in the oPt, specifically in the AOR.
- Prepare regular situation and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.
- Monitor humanitarian assistance progress and conduct assessments of needs and risks in the AOR.
- Monitor all local sources of protection related information including media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- Triangulation and verification of information including prioritizing and undertaking field trips, meeting with the affected population and representatives of the local communities/authorities.
- Write the weekly Protection of Civilian report in a timely manner.
- Analyse trends, identify emerging areas of concern and ensure that necessary responses are integrated into the Field Unit programme, cross checked for similar trends in the FCUs and raised for further attention to Jerusalem office as necessary.
- Submit protection issues to be raised with the Israeli DCL to the HAO/HAAn at district and central level as necessary.

Support monitoring and assessment of Humanitarian Developments

- Assist the HAO and HAAn in the development of trend analyses of political, social, economic and security developments in the AOR and provide recommendation on humanitarian action.
- Monitor closures and restrictions imposed on the Palestinian population in the AOR.
- Support the mapping of closures and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable

- Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis.
- Support joint assessments with other UN agencies and local and international NGOs when needed or requested.

Support field and humanitarian coordination

- Carry out field work, including assessments and fact finding field trips, on a daily basis as required as well as guide delegations on field tours in the AOR.
- Meet and maintain contact with various local community groups, including governorate and municipal offices.
- Support HAAn and HAO in convening coordination meetings at the district level to identify humanitarian issues and seek for response mechanisms jointly with other stakeholders. Prepare invitations, coordinate logistics, and write minutes.
- Provide assistance and initiative to liaise with international humanitarian actors, including UN agencies and NGOs in order to monitor humanitarian projects implemented in the AOR.
- Provide assistance in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, Humanitarian sectors Working Groups, Operational Coordination Group and the Humanitarian Emergency Policy Group.
- Liaise with the local offices of Palestinian DCL on behalf of the FCU particularly on protection issues.
- Liaise with the local offices of the IDF Civil Administration on request by the HAO and HAAn.
- Monitor and report on movement and access restrictions experienced by the humanitarian organisations or critical service providers

Supports OCHA's advocacy role in the oPt

- Conduct and/or support field briefings for officials, diplomats, decision makers and visiting delegations in order to maintain awareness of current humanitarian affairs and related issues in the AOR.
- Support the HAO in providing inputs for the production of weekly, monthly and ad hoc situation reports (i.e. humanitarian monitor, humanitarian updates, CAP, presentations, etc…).
- Supports the Field Office in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

Supports OCHA in the strategic planning of the National Office

- Support OCHA office in the preparation of contingency planning, including the development of scenarios with input from humanitarian actors in the field
- Participate in the periodic planning process of OCHA office
- Support the identification of emergency humanitarian needs and types of assistance required

Office Administration and Logistics

- Maintain the FCU electronic filing systems, including picture archiving, as agreed by FCU management in Jerusalem.
- Maintain hard copy archives (e.g demolition, land confiscation orders etc) as agreed with the HAO.
- Maintain and update all contact lists, meeting schedules and activity reports.

- Assist HAO with interpretation and Central FCU with translation work (Arabic/English/Arabic) when required.
- Provide updated security information from the field to the UN operations room. Respond to inquiries about security incidents from the UN Department of Safety and Security. Act as security Zone warden if necessary.

Competencies

Corporate Competencies

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

Technical/Functional Competencies

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, and 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 communication 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.

Minimum Recruitment Qualifications

- University degree in Economics, Social Sciences, International Relations, Political Sciences or a related field plus 2 to 3 years of progressively responsible administrative, program, field or humanitarian relevant experience 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.
- Fluency in Oral and Written English. Arabic and/or Hebrew is an advantage.

How to apply:

All applicants 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 your stating your full name and the exact job title as the subject in your e-mail application.
All posts are subject to availability of funds.

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

CLOSING DATE FOR APPLICATIONS: 13 May 2009.
Applications received after this date will not be considered.
For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org.

Women are encouraged to apply