

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 Assistant (*National Position*)
Level (SB2)
Jerusalem/OCHA oPt

Salary: Competitive Local United Nations Contract (SB2)
Starting date: As soon as possible
Initial length of contract: 6 months, with possibility of extension
Type of Contract: Service Contract

Background:

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.

Under the direct guidance and supervision of the Head of Research and Analysis Unit, the incumbent will be responsible for the following duties:

1. Review weekly field reports concerning Protection of Civilians (PoC) issues, extract relevant data, identify gaps and errors, and contact the relevant field persons in order to amend/complete the reports.
2. Enter verified and amended data from the weekly field reports into OCHA's PoC databases.
3. Extract data related to PoC from OCHA's databases (data querying) and produce relevant graphs and figures.
4. Contribute to the improvement and development of the PoC's indicators and databases.
5. Upon request, provide general support to the RAU in the production of various reports on the humanitarian situation in the oPt.

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Education:

High school/Diploma (BA in Social Sciences is an asset).

Experience:

Proven knowledge and experience in MS Excel, MS Access and Structured Query Language (SQL).

1-2 years of relevant experience

Familiarity with oPt PoC issues is an asset

Languages:

Fluency in the UN and national language of the duty station

HOW TO APPLY

For a full description of the post and P11 form, please visit the vacancies section on the OCHA oPt website: www.ochaopt.org.

Completed detailed UN P11 as specified above referring to **Research Assistant** should be sent to: hr@ochaopt.org . In addition, all applicants are requested to send a 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.

Closing date for applications: 11 September 2009