

VACANCY: RESEARCH ASSISTANT

DEADLINE FOR APPLICATIONS: 03 April 2008

DATE OF ISSUANCE: 17 March 2008

ORGANIZATIONAL UNIT: UN Office for the coordination of Humanitarian Affairs (OCHA)

DUTY STATION: Jerusalem, occupied Palestinian territory

PART TIME JOB: 3 days a week

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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.

Duties and Responsibilities:

Under the direct supervision of OCHA's focal point in the area of Protection of Civilians (PoC) and the general supervision of the Head of Research and Analysis Unit (RAU), the incumbent will perform the following functions:

1. Receive the weekly reports from the field offices on PoC incidents
2. Review the reports, identify omissions, gaps and errors and contact the relevant field persons in order to amend/complete the reports
3. Enter the data from the field reports into the PoC databases
4. Based on the PoC databases produce the PoC monthly tables
5. Upon request from other OCHA staff members or units, as well as other agencies, produce graphs and figures based on the PoC databases
6. Handle general information requests on PoC issues

Qualifications:

1. BA university degree in Social Sciences.
2. Excellent attention to details.
3. Fluency in spoken and written English; knowledge of Arabic is an asset.
4. Proven knowledge and experience on Access and Excel software.
5. Experience and extensive knowledge of the OPT, protection and access issues in particular.
6. oPt field experience and knowledge of UN and NGO institutions in the oPt an asset.

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 faxed to: 02-5825841 or by email to: ochaopt@un.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.

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