

<p>UNITED NATIONS</p> <p>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</p> <p>Occupied Palestinian Territory</p>		<p>الامم المتحدة</p> <p>مكتب لتنسيق الشؤون الانسانية</p> <p>للاراضي الفلسطينية المحتلة</p>
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P.O. Box 38712 East Jerusalem
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VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

Job title:	Consultant, In-Country Lessons Learned Exercise on response to Gaza “Operation Cast Lead”
Type of Contract:	SSA contract
Initial Duration:	3 months
Duty Station:	OCHA Jerusalem Office
Salary:	Competitive UN Salary

Background:

The OCHA Office in the occupied Palestinian territory (oPt) 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.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA Office in the occupied Palestinian territory will undertake an assessment of the humanitarian community’s response to the Israeli “Cast Lead” operation in Gaza and draw lessons to produce useful recommendations in order to improve operational practice and processes.

The consultant will report to the Emergency Preparedness Focal Point and be responsible for timely submission of inputs/outputs. The consultant will act impartially and professionally.

Duties:

- Develop and lead the lessons learned exercise to ensure comprehensive and accurate analysis of the humanitarian response to the Israeli “Cast Lead” operation in Gaza;

- Undertake a comprehensive review and analysis of key background documents;
- Consult with key stakeholders as well as relevant OCHA headquarters units/departments in order to assess the relative success or failure of the response to the Israeli military operation in Gaza, determine the reasons for observed success/failure and draw lessons to produce useful recommendations in order to improve operational practice and processes;
- Generate and present high quality information and analysis on issues;
- Identify gaps in information and ways to fill them;
- Prepare final report on findings and recommendations;
- Ensure proper debriefing within OCHA and other stakeholders.

Requirements:

- A proven background of research, preferably in one or more areas of humanitarian activity
- Strong experience at either practical and/or academic levels in emergency humanitarian assistance
- Good interpersonal skills
- Excellent conceptual, communication and writing skills
- Masters degree
- Fluency in English. Arabic 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.

Alternatively, applications can be sent by fax to: (+972) 2-582 5841

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. Also indicate when you can start work.
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

CLOSING DATE FOR APPLICATIONS: 30 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