

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT # 2011-013
HRF/Inter-Cluster Assistant (*National Position*)
Level SB3 Peg 2
Jerusalem/OCHA oPt

Contract: Service Contract, SB3 Peg 2
Duty Station: Jerusalem
Duration: 6 months with possibility of extension
Starting Date: As soon as possible

The 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 there to and the need for international assistance.

The Humanitarian Emergency Response fund (HRF) for oPt, was created in August 2007 to ensure the adequate and timely funding of the humanitarian response to unforeseen emergencies. OCHA ensures the day-to-day management of the HRF on behalf of the Humanitarian Coordinator, including selection of projects, filtering, and disbursement of funds and monitoring. OCHA also ensures that required needs assessments, gaps analyses and coordination have taken place before funds are allocated.

In order to meet the increasing requirements for the alignment of the HRF with the overall coordination priorities, including the CAP and prioritization by clusters, OCHA is boosting its capacity in the OCHA oPt Coordination Unit. Through its increased capacity in Jerusalem the Coordination team will ensure adequate support to coordination structures, timely and accountable inter-agency humanitarian response and funding.

Under the overall guidance of the oPt Inter-Cluster and CAP Coordinator and direct supervision of the HRF Manager, in partnership with the Field Coordination Unit team, the incumbent will assist with cluster and CAP coordination tasks and HRF related tasks.

The incumbent will be responsible for the following duties:

1. Internal management

- Assist in minute taking of major coordination meetings including the sector/cluster leads meeting
- Support logistics of CAP meetings, including supporting the organizing of district level workshops for the CAP 2011
- Assist with selection and vetting of CAP projects
- Provide cluster/sector support and coordination to the CAP MYR and CAP, especially the OPS

- Ensure the maintenance of 3Ws in partnership with the IMU

2. Information Management

- Conduct a survey of humanitarian surveys in the oPt and establish a database / filing system for these products
- Develop a filing system / database for CAP projects

3. Humanitarian Response Fund (HRF)

Assist the HRF Officer by performing secretarial duties in relation to the HRF on behalf of the HC. As guided by the HRF manager, undertake tasks in relation to the administration of the HRF, including:

- Assist in identify needs in cooperation with the field units
- Assist in screening proposals in relation to funding criteria
- Assist in screening projects for appropriateness, in liaison with the clusters and the field units
- Draft cover letters to submit proposals to the HC and the HRF review board
- Complete MoUs with implementing agencies
- Assist in monitoring and evaluating projects efficiency with the field units
- prepare progress reports on HRF
- Assist in promoting the HRF in the wider humanitarian community.
- Develop a filing system / database for HRF projects

Education:

High School Degree; Diploma. BA in Business Administration is an asset.

Experience:

4 to 6 years of progressively responsible administrative, programme or any related field is required at the national or international levels. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) are required. Advanced knowledge of spreadsheet and database packages, and experience in handling of web based management systems 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 please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the 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. to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org. 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 OCHA vacancy notice number (2011-013) as the subject in your e-mail application.

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

CLOSING DATE FOR APPLICATIONS: 11 June 2011

Applications received after this date will not be considered.

Candidates who applied earlier need not to apply again

Women are encouraged to apply