

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

VACANCY ANNOUNCEMENT # 2011-005
Humanitarian Affairs Analyst (*National Position*)
Level (ICS-9)
Hebron/OCHA oPt

Contract: Fixed Term Contract, ICS-9
Duty Station: Hebron
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory 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.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA oPt office has expanded its presence. Though 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 guidance of the Head of Office and the direct supervision of the Field Coordinator, the Humanitarian Affairs Analyst takes the lead in implementing the major functional activities listed below, assists in the development of field office and Headquarters humanitarian strategy and is expected to set deliverable results within the respective Area of Responsibility (AOR).

The incumbent will be responsible for the following duties:

- **Monitors and assesses humanitarian developments in the AOR and their impact on the Palestinian Population**
- **Supports field coordination and humanitarian action**
- **Supports OCHA advocacy role in the oPt**
- **Supports OCHA in the strategic planning of the national office**
- **Miscellaneous**

1. Monitors and assesses humanitarian developments in the AOR and their impact on the Palestinian Population

- Pro-actively reports on the political, social, economical and security development in the AOR on a daily/ad hoc basis. Assists the HAO in the development of trend analysis and provide recommendation on humanitarian action
- Prioritizes and conducts regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports and organizes joint assessments with other UN and INGOs when needed or requested. Reporting and follow up.
- Mapping of the closure regime and its impact on Palestinians-specific monitoring of communities worst affected and most vulnerable.
- Initiates and sustains regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information, supports the development of a common and consistent analysis, and formulate scenarios for action.

2. Supports field coordination and humanitarian action

- Prepare and, when required, leads coordination meetings at the district level to identify humanitarian issues and seek for response mechanism jointly with other stakeholders.
- Liaises with the local offices of the IDF Civil Administration and with the Palestinian DCL on behalf of the OCHA Field Office
- Monitors and report on access restrictions experienced by humanitarian organizations or critical service providers.
- Supports the HAO in mobilizing resources and interventions to response to a gap in existing aid programme or a new emergency.
- Represents OCHA in the field/carry out field visits and meeting with the affected population and representatives of the local communities/authorities.

3. Supports OCHA advocacy role in the oPt

- Carries out and/or participate in field briefings for officials and diplomats/maintains awareness of current humanitarian affairs and related issues in the AOR.
- Provides regularly inputs to headquarters for the production of weekly, monthly and ad hoc situation reports (i.e. humanitarian monitor, PoC, humanitarian updates, CAP, presentations, etc)
- Ensures a regular and exhaustive transfer of information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.
- Supports the Field Office in disseminating at the local level UN and OCHA reports and provide support to local launches of information products.
- Advocates at local level with key stakeholders (NGOs, donors, UN) for the response to emerging humanitarian gaps in the AOR

4. Supports OCHA in the strategic planning of the national office.

- Support OCHA office in the preparation of contingency planning/building expected scenarios according to the emerging situations and discuss it with the humanitarian actors in the field.
- Participate in the periodic future planning of OCHA office/provide ideas to the management to help in allocating OCHA's resources efficiently.
- Support the identification of emergency humanitarian needs and types of assistances required/set up meetings with different UN agencies, INGOs and NGOs to gather information on WDCN to respond to those needs and emergencies.

5. Miscellaneous

- Assists non-Arabic speakers to communicate with the local people/ Act as interpreter and carry out translation work (Arabic/English/Arabic).
- Maintains the administrative issues in the FCU/ Organize and provides support to the HAO in keeping records of the petty cash use, paying the operational expenses in the FCU including telecommunication bills and any other office requirements. Dealing with any technical problems with suppliers until it is solved.
- Helps the UN security system/provides updated security information from the field to the UN operation room. Responses to inquiries about security incidents from DSS and act as Security Zone Warden.
- Keeps inventory of FCU non-expendable items using the agreed format
- Liaise with the landlord for any business related to the office

Education:

Advanced University Degree (Masters Degree) in Political or Social Science, International Studies, Economics, or related field.

Experience:

Minimum of two years of relevant professional experience in humanitarian affairs, emergency preparedness, crises/emergency relief management, human rights or other related areas.

Language requirements:

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 indicated below.

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 OCHA vacancy notice number (2011-005) 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: 31 March 2011

Applications received after this date will not be considered.

Women are encouraged to apply