

# UNITED NATIONS

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

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### VACANCY ANNOUNCEMENT

Level (SB-3/3)

**Salary:** Level (SB-3/3)

**Starting date:** 1 April 2009

**Initial length of contract:** 6 months with possibility of extension

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 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 supervision of the Field Coordinator, the incumbent will be responsible for the following duties:

#### **FCU Management Support**

- Consolidating FCU output list and ensuring timely delivery of agreed products in consultation with Unit Heads.
- Ensure FCU and HQ management and updating of information.
- Assist the FCU in coordinating field briefings, tours and public events;
- Ensure relevant HQ information is successfully transmitted to FCUs
- To work as a backup for the FCUs when there is shortage in human resources or when there is pressing issues need to be followed.

### **FCU Focal Point for coordination with Israeli and Palestinian HR organizations**

- Complete an institutional survey of Israel organizations working in oPt and Palestinian HR organizations and produce a briefing note including areas of focus, capacity and contacts
- Initiates and sustains regular coordination and liaison with Human rights organizations and movements inside Israel and oPt working on protection issues within the oPt to share information and where possible improve and enhance the effectiveness of their work.
- In partnership with district FCUs, assist in coordination meetings at the district level to identify protection issues and seek response mechanisms jointly with other stakeholders.
- Under the guidance of the district FCU carry out field visits/ and meeting with the affected population and representatives of the local communities/authorities to provide case studies and data for HR organizations.

### **Supports OCHA advocacy role in the Field/ AOR**

- Prepares a comprehensive set of fact sheets, viewing points and a table of logistical issues for advocacy tours.
- Carries out and/or participate in field briefings for officials, diplomats and donors to maintain awareness of current humanitarian affairs and related issues in the AOR.
- Assist the FCU in preparing case studies according to the unit needs.

### **Media Monitoring**

- Review/Selection of items from the national as well as international media, including Israeli and/or Palestinian media relating human rights violations in oPt that constitutes the core data for the field work.
- Perform any other duties as requested by the Field Coordinator

### **Education:**

- Bachelor's degree and 3 years of relevant professional in civil affairs and/or humanitarian work.
- Experience in Field work and research is essential
- Excellent knowledge of the oPt
- Excellent computer skills
- Holder of Jerusalem ID
- Excellent interpretation, presentation and translation skills

### **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: [ochaopt@un.org](mailto:ochaopt@un.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.
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](http://www.ochaopt.org)

**It would be appreciated you stating your full name and the exact job title as the subject in your e-mail application.**

All posts are subject to availability of funds.

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

**CLOSING DATE FOR APPLICATIONS: 26 February 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](http://www.ochaopt.org).

**Women are encouraged to apply**