

Vacancy Announcement
OCHA oPt
National UN Volunteer: Field Support Assistant
Based in Ramallah

Background

The OCHA 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 complex emergencies, response thereto and the need for international assistance.

Duties

Under the direct supervision of the Humanitarian Affairs Officer and in coordination with Humanitarian Affairs Analyst and the Humanitarian Affairs Assistant will perform as part of the Field Coordination Unit (FCU) team in the Central area of the West Bank (Jerusalem, Ramallah, and Jordan Valley) focusing on the following functions:

Field Work

Make regular field visits with FCU staff to all areas in AOR for the purposes of monitoring, local coordination and information gathering including needs assessment.

Information Management

Take responsibility for managing FCU information including:

- Electronic shared documents
- Hard copy files of requisition and confiscation orders,
- Picture archiving
- Disbursement of information as necessary

Documentation

Provide support to other members of the unit in:

- Writing Minutes of Meetings
- Data entry
- Field trip reports
- Records of completed assignments
- Other records as necessary.

Coordination

Provide logistical support for coordination including dissemination of invitations, preparation of information packs and maps, meeting venue and equipment needed.

Administration

Ensure timely payment of bills,

Purchase office supplies.

Provide additional support to the FCU as required.

Qualifications

University degree or 3 years work/volunteer experience

Knowledge of Jerusalem, Ramallah, and Jordan Valley

Computer skills: MS Word, MS Excel

Prior experience with international organizations is an asset

Fresh graduates are encouraged to apply

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

All applicants are requested to email the completed United Nations Personal History form (UN P11) in English to email address: hr@ochaopt.org

It should be appreciated your stating your full name and the exact job title as the subject in your email application.

CLOSING DATE OF APPLICATIONS: 13 May 2009