

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

VACANCY ANNOUNCEMENT # 04-10-012**Research Analyst (*National Position*)****Level ICS-8 (NOA)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-8 (NOA)
Duty Station: Jerusalem
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 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 national-level coordination at both the operational and policy levels.

Under the supervision of the Head of Research and Analysis Unit (RAU), the main duties of this post are to coordinate the production of the monthly Humanitarian Monitor and the weekly Protection of Civilians report, as well OCHA's contribution to UN reports, such as the monthly Security Council Briefing and the AHLC. At request, the incumbent shall provide data and analysis on the humanitarian situation in the oPt to support the production of other reports by the RAU, particularly in regard to the socio-economic situation.

The incumbent will be responsible for the following duties:**1. Serve as OCHA's focal point for the production of the monthly Humanitarian Monitor (on a rotation basis with a colleague from the RAU):**

- Plan the content and format of each issue.
- Coordination with relevant people and institutions the submission of relevant contributions.
- Review and edit the content of all contributions and follow up for additions and corrections.
- Draft items on relevant humanitarian issues.
- Consolidate all contributions into the final document.

- Coordinate with the Information Management Unit the layout of the final product.

2. Serve as main drafter and coordinator for the production of the Weekly Protection of Civilians report (on a rotation basis with a colleague from the RAU):

- Liaise with the four field offices in order to coordinate the submission of the relevant information for each report.
- Crosscheck and verify information submitted with the field staff and, when necessary, with independent sources.
- Consult with the OCHA's Advocacy Unit on messaging issues.
- Draft the report, distribute to OCHA's field staff for review and incorporate comments.

3. Serve as OCHA's focal point for the consolidation of inputs into UN reports drafted by partner departments and agencies, including:

- Input to the monthly Security Council Briefing delivered by DPA.
- Input to the by-yearly UN report to the Donor Conference to the oPt (AHLC).
- Inputs to various reports submitted to the UN ECOSOC.

4. Serve as OCHA's focal point for socio-economic indicators

- Follow up on relevant statistical information and analysis published by the Palestinian Central Bureau of Statistics and similar organizations, and distribute summarized information to OCHA staff.
- Follow up on internal and external information requests related to the socio-economic situation.
- Identify gaps related to socio-economic issues in OCHA's information and advocacy products.

5. Support the production of various reports by the RAU

- Upon request of the Head of RAU contribute to the production of "Special Focus" reports, by the provision of relevant data and analysis.

Education:

Advanced University Degree (MA) in Economics, Social Science, International Relations, Political Science, Development Studies, Human Rights or related field.

Experience:

Minimum of two years working experience in research, human rights, project coordination, public relations or a related field.

Other skills:

1. Strong research, analytical and writing skills, including familiarity with both qualitative and quantitative research methods.

2. Excellent communication, interpersonal and coordination skills and an ability to work independently and as a part of a team to deliver under tight deadline.
3. Good Knowledge and experience of the humanitarian situation in oPt and a good understanding of the Palestinian-Israeli Conflict is an asset.
4. Computer Literacy and experience with Microsoft Office software (including Word, Excel and Access).

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: 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 if you can state your full name and the OCHA vacancy notice number (04-10-012) 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: 05 November 2010

Applications received after this date will not be considered.

Women are encouraged to apply