

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

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**VACANCY ANNOUNCEMENT # 2019-005**  
**Humanitarian Affairs Associate (*National Position*)**  
**Level (ICS-7)**  
**Nablus/OCHA oPt**

**Contract:** Fixed Term Contract, ICS-7  
**Duty Station:** Nablus  
**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 nation level coordination, both operational and policy.

Under the overall guidance and direct supervision of the Humanitarian Affairs Analyst HAA/Head of Nablus Sub-Office, the Humanitarian Affairs Associate (HAA) contributes and assists to the development of field office and headquarters humanitarian strategy and is expected to set deliverable results within the respective Area of Responsibility (AOR).

In support of the Field Coordination Unit (FCU), the Humanitarian Affairs Associate works in close collaboration with various units in the OCHA oPt Jerusalem office, various UN agencies, NGOs, authorities, local communities, ....etc.

**The incumbent will be responsible, as requested, for the following duties:**

- **Monitor, assess, report and conduct analysis of general North WB protection issues and specific issues as identified in the AOR**
- **Support monitoring and assessment of humanitarian developments**
- **Support field and humanitarian coordination**

- **Supports OCHA's advocacy role in the oPt**
- **Supports OCHA in the strategic planning of the National Office**
- **Support the office Administration and Logistics**

**1. Monitor, assess, report and conduct analysis of general North WB protection issues and specific issues as identified in the AOR:**

- Assist to conduct periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and assistance in the oPt, specifically in the AOR.
- Draft and prepare regular situation and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.
- Monitor humanitarian assistance progress and conduct assessments of needs and risks in the AOR.
- Monitor all local sources of protection related information including media, agency reports and through regular contact with governmental and civilian institutions and key informants.
- Triangulation and verification of information including prioritizing and undertaking field trips, meeting with the affected population and representatives of the local communities/authorities.
- Assist in the writing/ drafting the weekly Protection of Civilian report in a timely manner.
- Assist to analyse trends, identify emerging areas of concern and ensure that necessary responses are integrated into the Field Unit Programme, cross checked for similar trends in the FCUs and raised for further attention to Jerusalem office as necessary.
- Submit protection issues to be raised with relevant actors to the head of sub office at district level as necessary.

**2. Support monitoring and assessment of humanitarian developments**

- Assist the HAAn in the development of trend analyses of political, social, economic and security developments in the AOR and provide recommendations on humanitarian action.
- Monitor closures and restrictions imposed on the Palestinian population in the AOR.
- Support HAAn the mapping of access restrictions and its impact on Palestinians – specific monitoring of communities worst affected and most vulnerable
- Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis.
- Support joint assessments with other UN agencies and local and international NGOs when needed or requested.

**3. Support field and humanitarian coordination**

- Carry out field work, including assessments and fact finding field trips, on a daily basis as required as well as guide delegations on field tours in the AOR.

- Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
- Support HAAn in convening coordination meetings at the district level to identify humanitarian issues and seek response mechanisms jointly with other stakeholders. Prepare invitations, coordinate logistics, and write minutes.
- Provide assistance and initiative to liaise with international humanitarian actors, including UN agencies and NGOs in order to monitor humanitarian projects implemented in the AOR.
- Support the HAAn in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, humanitarian sector/cluster working groups and the Operational Coordination Group (OCG).
- Liaise with the local authorities and other actors on behalf of the sub office when requested as required.
- Monitor and report on movement and access restrictions experienced by the humanitarian organisations or critical service providers.

#### **4. Supports OCHA's advocacy role in the oPt**

- Support the HAAn to conduct field briefings for officials, diplomats, decision makers and visiting delegations in order to maintain awareness of current humanitarian affairs and related issues in the AOR as requested.
- Support the HAAn in providing inputs for the production of daily points , weekly, monthly and ad hoc situation reports (i.e. humanitarian bulletin , humanitarian updates, , fact sheets, presentations, etc...).
- Assist the HAAs in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

#### **5. Supports OCHA in the strategic planning of the National Office**

- When requested, support/ assist in the preparation of contingency planning, including the development of scenarios with input from humanitarian actors in the field
- Participate in the periodic planning process of OCHA office when needed.
- Support the identification of emergency humanitarian needs and types of assistance and responses required.

#### **6. Office Administration and Logistics**

- Insure maintaining the FCU electronic filing systems, including picture archiving, as agreed.
- Insure maintaining hard copy archives (e.g demolition, land confiscation orders etc) as agreed with the HAAn.
- Insure maintaining and updating all contact lists, meeting schedules and activity reports.
- Assist HAAn with interpretation and translation work (Arabic/English/Arabic) when required.
- Provide updated security information from the field to the UN operations room. Respond to inquiries about security incidents from the UN Department of Safety and Security as requested. Act as security 'Zone Warden' if required.

- Insure proper follow up and maintain office vehicles log books and insure needed maintenance is provided and reported.

### **Corporate Competencies:**

- Demonstrates commitment to UN mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Functional Competencies:**

#### Knowledge Management and Learning

- Shares knowledge and experience
- Encourages office staff to share knowledge and contribute to OCHA practice areas
- Develops substantive knowledge of one or more Practice Areas
- Promotes a learning environment in the office
- Provides helpful feedback and advice to others in the office
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities of the UN Coordination Unit including support in data management, design of databases and reporting.
- Ability to provide input to business processes re-engineering, implementation of new systems

#### Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

### **Education:**

University Degree or equivalent in International Relations, Political Sciences, Economics, Social Sciences or related field would be desirable, but it is not a requirement.

### **Experience:**

5-7 years of progressively responsible humanitarian, program, administrative and field or relevant experience is required at the national or international level.

Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

Knowledge of the northern governorates and familiarization of international humanitarian law is an asset.

**Language requirements:**

Fluency in Arabic and strong working knowledge in English is a requirement.

**How to apply:**

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing [OCHA Personal History Form](#) (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

**The United Nations does not charge fees at any stage of the recruitment process.**

**The United Nations does not concern itself with information related to bank accounts.**

**CLOSING DATE FOR APPLICATIONS: 09 OCTOBER 2019**

Applications received after this date will not be considered.

**Women are strongly encouraged to apply**