



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1715989871560960

**VMAM Id** 1715989871560960

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Humanitarian Field Support Assistant

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNOCHA
<b>Country of Assignment</b>	State of Palestine
<b>Duty station</b>	Ramallah,
<b>Volunteer Category</b>	National UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	12m
<b>Possibility of Extension</b>	Yes
<b>Expected Start Date</b>	03/13/2023
<b>Sustainable Development Goal</b>	16. Peace, justice and strong institutions
<b>Disabilities</b>	No

## DOA Details

**Organisation mission and objectives** The OCHA oPt office was established in late 2000. The office was established in response to the deteriorating humanitarian situation in the West Bank and Gaza caused by military incursions and closures - mobility restrictions imposed on the Palestinian civilians, local and international service providers.

**Assignment context** 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.

**Task description**

Under the direct supervision of the Humanitarian Affairs Analyst / Head of Field Coordination Unit, the UN Volunteer will undertake the following tasks:

Support Coordination:

- Assist in the logistics for preparation and regular participation in field visits and meetings for the purpose of gathering and verifying information needed to understand the humanitarian situation and the needs of the most vulnerable communities
- Draft reports on field visits to vulnerable Palestinian communities ensuring an adequate and accurate record of events.
- Support information verification and the production of reports on key issues for inclusion in the bi-weekly Protection of Civilians report, the monthly Humanitarian Monitor and ad hoc reports as necessary.
- Participate in the entry of critical protection incidents (settler violence, demolitions and other protection concerns) into the respective databases.
- Support the mapping of access restrictions and their impact on Palestinians in the central West Bank including Jerusalem.
- Support multi-cluster need assessments undertaken in Area of Responsibility (AoR) as requested.
- Contribute to the analysis of developments and trends in the AOR especially by highlighting concerns from a local perspective and by regularly updating the field team on new and developing trends or specific areas of concern.
- Support the team, as required, in preparing for field briefings for official, diplomats and decision makers.
- Support the Field Office in disseminating UN and OCHA reports at the local level, as agreed.
- Provide logistical support for coordination meetings, including preparation of information packs and recoding minutes and notes.
- Support in updating partners contact in formatted lists as needed.

Operational support

- Maintain inventory of Sub-Office non-expendable items using the agreed format.
- Support the electronic filing system of the Field Coordination Unit; updating of contact lists by cluster, theme and location; weekly backup of FCU files; and photo archiving in a timely manner according to the established guidelines.
- Maintaining hard and softy copy archives.
- Maintain and update work tracking on a daily basis in consultations with unit members.
- Coordinate the use of maintenance of FCU's equipment, cameras and other tools.
- Liaise with OCHA IMU to help solve equipment-related problems at the sub-field office.
- Provide translation, both verbal and written, from and to Arabic and English.
- Ensure sub-office has sufficient number, type and in required languages of latest maps, reports, etc.
- Provide Administrative Support for payment of Petty Cash invoices when requested.
- Emergency Response, immediate relief operations, and post-conflict humanitarian aid operations, Political affairs and political reporting

## Eligibility Criteria

**Age** 27-80  
**Nationality** NATIONAL  
**Additional eligibility criteria**

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent  
**Area(s) of specialisation** Bachelor's degree in Social Studies, Sociology, Political Science or a related field.

### Required experience

**Required experience** 3

• At least 3 years of professional work experience at the national and/or international level in Humanitarian Affairs, Field Work, Emergency preparedness, crises/emergency relief management, human rights or other related areas is required. • Experience in engaging in community empowerment and resilience building with focus on the Central area of the west bank including Jerusalem city is desired. - Knowledge of geographical areas. -Computer skills: MS Word, MS Word, MS. Excel, presentation tools, and handling of web-based management systems -Good office management and filing skills. -Solid-interpersonal and communication skills. -Good working knowledge of the humanitarian situation in Central WB. -Solid field experience in support to data collection, compilation and verification. • Excellent oral and written skills; excellent drafting, formulation, reporting skills. • Accuracy and professionalism in document production and editing. • Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development. • Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; • Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment. • Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; • Desirable: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain. • Sound security awareness. • Have affinity with or interest in UNOCHA's work, volunteerism as a mechanism for durable development, and the UN System.

**Required skills and experience**

**Language**

Language	Language skills	Language requirement
Arabic	Mother tongue	Yes
English	Fluent	Yes

**Area of Expertise**

- Crisis and emergency response

**Driving license required**  
 No  
**Type of driving licenses**

• Professionalism: demonstrated understanding of operations relevant to UNOCHA; technical capabilities or knowledge relevant or transferrable to UNOCHA procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented; • Integrity: demonstrate the values and ethical standards of the UN and UNOCHA in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority. • Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues; • Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment. • Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities; • Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups; • Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary; • Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNOCHA's mission and vision, as well as to the UN Core Values.

#### **Other information**

**Living conditions and other remarks**

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. Travel lump sum will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of ILS 5254 .5 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as Exit allowance for satisfactory service.

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