



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1723318935287040

VMAM Id 1723318935287040

Opportunity Type (Online/Onsite) Onsite

Opportunity Title Humanitarian Field Support Assistant

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Host Entity	UNOCHA
Country of Assignment	State of Palestine
Duty station	Nablus,
Volunteer Category	National UN Volunteer Specialist
Number of UN Volunteers	1
Duration	7m
Possibility of Extension	Yes
Expected Start Date	06/01/2023
Sustainable Development Goal	16. Peace, justice and strong institutions
Disabilities	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 In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) established three sub-offices in the West Bank: Ramallah, Nablus and Hebron. Through its expanded presence in the field and in the Central Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy. 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 Northern UNOCHA Field Coordination Unit - West Bank (WB) sub office, the UN Volunteer will undertake the following tasks: 1) Support Coordination: • Participate in regular field visits and meetings to gather and verify 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 (including completion of forms as needed). • 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. • Support multi-cluster need assessments undertaken in Area of Responsivity (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 team, as required, in preparing for field briefings for officials, 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 recording minutes and notes. • Support in updating partners contact in formatted lists as needed. 2) Operational support • Maintain inventory of Sub-Office non-expendable items using the agreed format. • Support the electronic filing system of the Field Coordination Unit FCU; updating of contact lists by cluster, theme and location; weekly backup of FCU files and monthly backup in Jerusalem; and photo archiving in a timely manner according to the established guidelines. • Maintain hard and soft copy archives (e.g. demolition orders, land confiscation orders...etc.). • Maintain and update work tracking on a daily basis in consultation with unit members. • Coordinate the use and maintenance of FCU's equipment, cameras and other tools (including ensuring tools are in the FCU vehicle prior to field visits, with charged batteries and containing necessary layers and forms). • 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. • 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.

Eligibility Criteria

Age 27-80
Nationality NATIONAL
Additional eligibility criteria

DOA Requirements

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Required education level Bachelor degree or equivalent
Area(s) of specialisation Emergency response, immediate relief operations, and post-conflict humanitarian aid operations

Required experience

Required experience³

- engaging in community empowerment and resilience building with a focus on the Northern area is desired.
- Bachelor's degree in social sciences, humanitarian assistance, information technology, development aid or another related topic
- Computer Skills: MS Word, MS. Excel, presentation tools
- Prior experience with international organizations is an asset
- Good office management and filing skills.
- Solid inter-personal and communication skills.
- Good working knowledge of the humanitarian situation in the North WB

Language

Language	Language skills	Language requirement
Arabic	Mother tongue	Yes
English	Fluent	Yes
Hebrew	Working knowledge	No

Area of Expertise

- Crisis and emergency response
- Community development
- Logistics and Inventory

Driving license required

No

Type of driving licenses

Competencies and values

- Accountability
- Adaptability and flexibility
- Creativity
- Planning and organising
- Professionalism
- Self-management

Other information

Living conditions and other remarks

The duty station for the assignment will be Nablus, which is a non-family duty station. As is the case for UN staff and partners, the volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan. A Volunteer Living Allowance (VLA) of ILS 4109.78 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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