

Humanitarian Field Support Assistant

ONSITE

STATE OF PALESTINE

GENERAL INFORMATION

Host Entity:	UNOCHA
Country of Assignment:	State of Palestine
Duty station:	East Jerusalem
Volunteer Category:	National UN Volunteer Specialist
Number of Assignment(s):	1
Expected Start Date:	01/02/2025
Duration:	Up to 31/12/2025
Possibility of Extension:	Yes
Sustainable Development Goal:	16. Peace, justice and strong institutions
DoA ID:	1778613751529728

DETAILS

ORGANISATION MISSION AND OBJECTIVES

The OCHA oPt office was established in late 2000. 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.

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.

TASK DESCRIPTION

Under the direct supervision of the Head of Ramallah Field Coordination sub-office, 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 East Jerusalem.
- 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 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 Sub-Office files; and photo archiving in a timely manner according to the established guidelines.
- Maintaining hard and softy copy archives.
- Maintain and update work tracking daily bases in consultations with unit members.
- Coordinate the use of maintenance of Sub-Office 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:

18-80

Nationality:

Candidate must be a national or legal resident of the country of assignment.

Required experience:

3 year(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

3 year(s)

SKILLS AND EXPERIENCE

- Experience in engaging in community empowerment and resilience building with focus on the Central area of the west bank including Jerusalem city is desired.
- 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;
- Knowledge of geographical areas.
- Good office management and filing skills.
- Solid-interpersonal and communication skills.
- Good working knowledge of the humanitarian situation in Central WB.
- Good reporting Skills.
- Solid field experience in support to data collection, compilation and verification

REQUIRED EDUCATION LEVEL

Bachelor degree or equivalent in Social Studies, Sociology, Political Science or a related field.

LANGUAGE

Language	Proficiency	Required
Arabic	Mother tongue	Yes
English	Fluent	Yes
Hebrew	Working knowledge	No

COMPETENCIES AND VALUES

- Accountability
- Adaptability and flexibility
- Creativity
- Judgement and decision-making
- Planning and organising
- Professionalism
- Self-management

OTHER INFORMATION

LIVING CONDITIONS AND OTHER REMARKS

The UN Volunteer will be living in Jerusalem which is a family duty station. It is currently at UNDSS security level MODERATE. As is the case for UN staff and partners, the volunteer will make his/her own arrangements for housing and transportation to and from work. A Volunteer Living Allowance (VLA) of ILS 6428.04 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.
<https://www.unv.org/>

INCLUSIVITY STATEMENT

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