

Posting Title: Senior Humanitarian Affairs Analyst, NOD
Job Code Title: HUMANITARIAN AFFAIRS
Department/ Office: Office for the Coordination of Humanitarian Affairs
Duty Station: East Jerusalem
Posting Period: 02 February 2023 – 15 February 2023
Job Opening number: 2023-01

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Office for the Coordination of Humanitarian Affairs (OCHA) has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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.

This position is located in the Office for the Coordination of Humanitarian Affairs (OCHA), based in the office of OCHA in the occupied Palestinian territory (oPt) in East Jerusalem. Under the overall supervision of the Head of OCHA oPt, the Senior Humanitarian Affairs Officer/Analyst reports to the Head of the Regional Office for the Middle East and North Africa (ROMENA) and the OCHA Deputy Director of the Operations and Advocacy Division.

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

Responsibilities

Within delegated authority, the Senior Humanitarian Affairs Analyst will be responsible for the following duties:

- Monitors, analyzes and reports on trends and developments in the assigned region that may affect the humanitarian situation and related operations, and develops and maintains a "watch list" of countries with potential for humanitarian crisis.
- Develops and maintains strong situational awareness and analysis to support senior humanitarian leadership with policy and decision-making, based on thorough knowledge and research into a wide range of issues, including humanitarian, development, economic, social and other factors.
- Serves as the primary focal point on specific topics or policy-related issues; provides technical, strategic, policy and operational advice and analysis related to humanitarian issues and operations in the Middle East region, with a special focus on Syria, the occupied Palestinian territory, and Yemen; more generally, reviews and provides advice on a diverse range of policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance and the linkages with other related areas.
- Leads and/or contributes to the development of reports, studies, background papers, policy guidelines, engagement strategies, presentations, background papers and talking points related to humanitarian operations in the Middle East region and the humanitarian impacts of political

developments and related issues, to support policy development and decision-making by senior leadership on humanitarian-related issues.

- Establishes and maintains partnerships with key stakeholders, including UN agencies and the Office of the UN Special Coordinator for the Middle East peace process, international and national non-governmental organizations, government officials, academia, think tanks and other actors monitoring and analyzing humanitarian issues to facilitate collaboration and exchange of information both in and outside the UN system.
- Organizes and participates in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Supports strategic analysis, planning and evaluation of complex humanitarian and emergency assistance programmes, including in protracted crises such as the occupied Palestinian territory; helps ensure that latest findings, lessons learned, policy guidelines...etc. are identified and incorporated into these activities, including in relation to gender, climate change and anticipatory action.
- Leads and/or participates in providing technical and operational support, including through deploying to OCHA offices in the region including in the occupied Palestinian territory, to support humanitarian needs assessments and response planning, inter-agency coordination and negotiations with stakeholders on key humanitarian issues, and similar functions.
- Leads and/or participates in projects, capacity-building initiatives, and the development of country-specific indicators for countries of concern in collaboration with area experts and ensures the subsequent monitoring of these indicators; recommends actions based on the analysis of pertinent information.
- Provides leadership and work direction to assigned work team, and/or mentors and supervises the work of new/junior officers.
- Participates in planning and preparation of unit budget and work program.

- Performs other duties as requested by OCHA oPt Head of Office, OCHA ROMENA Head of Office, the OCHA Deputy Director for MENA and/or OCHA Director of the Operations and Advocacy Division.

Competencies

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to taking them; makes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the action proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Qualifications:

Education

Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years with Master's Degree or (9) Nine years with first- level University of progressively responsible experience in humanitarian affairs, emergency preparedness,

crisis/emergency relief management, rehabilitation, development, or other related area is required.

Humanitarian field experience (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency and/or natural disaster) is required.

Experience in the Middle East Region is required.

Experience in a humanitarian context within the UN common system or in a comparable international organization is desirable.

Experience leading and coordinating humanitarian relief operations in complex emergency is desirable.

Relevant humanitarian experience at the international level is desirable.

Language:

Fluency in English and Arabic (both oral and written) is required. Knowledge of another UN official language is an advantage.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS: 15 February 2023

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.