

Posting Title: Fixed Term Appointment  
Monitoring & Reporting Officer, Level NOA

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Ramallah

Posting Period: 22 November 2024 – 05 December 2024

Job Opening number: 2024-034

Duration: One year with Possibility of Extension

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

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### **Org. Setting and Reporting**

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.

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 too and the need for international assistance.

The Monitoring and Reporting Officer will work under the direct supervision of the Head of the Humanitarian Financing Unit/ Fund Manager.

**Responsibilities:** The Monitoring & Reporting Officer will be responsible for the following duties:

**1. Lead the implementation of the monitoring pillar of the Humanitarian Finance (HF) Accountability Framework.**

- Coordination and implementation of field monitoring visits and remote monitoring of HF-funded projects
- Conduct after action reviews and evaluations to measure allocation outcomes and effectiveness.
- Prepare monitoring reports and arrange for uploading the reports and recommendations on the Grant Management System (GMS) monitoring module.
- Review submitted monitoring reports and guide in analyzing the results.
- Follow up with on the recommendations with respective partners and cluster coordinators.

**2. Lead the narrative reports review process of HF funded projects.**

- Define progress reports timeline and liaise with partners to receive progress narrative reports in time as per the operational modalities of HF Funded Project.
- Review and analyze narrative reports and provide feedback to partners, related to individual progress and final narrative and reports on Grant Management System.

**3. Facilitate knowledge-building and knowledge-sharing on monitoring.**

- Design printing training materials/tools.
- Lead plan and participate in trainings/workshops to implementing partners and other stakeholders.
- Lead technical assistance for partners on Grant Management System (GMS)

**4. Advise and Support to the Humanitarian Financing Unit during the allocation process:**

- Articulate and format inputs for the allocation papers.
- Participate in the Humanitarian Finance Unit during the allocation from the allocation strategy preparation to the selection projects stage.
- Coordination of logistic support to Humanitarian Finance Unit work in related to the allocation process including liaison with cluster coordinators and partners.

**5. Follow up on the submission of Central Emergency Relief Fund reports:**

- Lead the follow up on reporting time frame of individual projects and following up with partners on the timely submission of reports within the deadline.
- Review related to individual Central Emergency Relief Fund progress and final narrative.
- Organize and participate in the after-action meeting related to the Central Emergency Relief Fund allocations of the HF.

## COMPETENCIES

**PROFESSIONALISM:** Knowledge of, and ability to apply financial rules, regulations, and procedures in the UN environment. Knowledge, skills, and ability to extract, interpret, analyze, and format data across the full range of finance and budget functions, including program development and database management, claims, and treasury operations. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**ACCOUNTABILITY:** Takes ownership of all responsibilities, and honors commitments; delivers outputs for which one has responsibility within the 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 shortcomings and those of the work unit, where applicable.

### Qualifications:

#### Education

An advanced university degree (master's degree or equivalent) in Political or Social Science, Law, International Studies, Public Administration, or other relevant science is required. Or

A first-level university degree in the areas stated above, in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### Job Specific Qualifications

#### Work Experience

- Applicants with a master's degree (or equivalent) in a relevant field of study are not required to have professional work experience.
- Applicants with a bachelor's degree (or equivalent) are required to have a minimum of two (2) years of relevant professional experience in M&E, programme, quality assurance instruments, results-based management models, and multiple stakeholders or other related area.
- Experience with the UN or an NGO in emergency humanitarian programming, crisis/emergency relief management or other related areas is required.
- Proven track records of strong report writing skills and experience with proposal development and review is required.
- Experience and knowledge of logical frameworks, work plans and monitoring plans is required.

- Proven experience of coordinating field assessments would be an advantage.
- Proven experience of data management and analysis would be an advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Relevant field experience in emergency situations is desirable.
- Experience working in humanitarian financing is desirable.
- Experience in handling web-based management systems is desirable.
- Experience and knowledge of grant management system (GMS) is desirable.
- Experience with the UN common system or equivalent international organization is desirable.

**Language requirements:**

Fluency in English and Arabic (both oral and written) is required.

**Assessment:**

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

Special Notice: This Fixed Term position is currently available for one year, with the possibility of extension subject to satisfactory performance and availability of funds. The contract will be administered by the United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in Gaza, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current need period are not eligible to apply. Submitting an application or selection for the current job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of

separation who wish to be considered for the current job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

## **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 05 December 2024**

**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.