

TERMS OF REFERENCE

Position Information:

Job code title:	National Humanitarian Affairs Officer
Agency:	UN OCHA
Pre-classified Grade:	NO-B
Supervisor:	Head of Field Coordination Unit, Baghdad
Duty Station:	Baghdad, Iraq with frequent field missions
Type of contract	Fixed-Term
Contract period:	One Year Renewable
No of Positions:	One
Closing Date for Applications:	03 October 2017

Organizational Context:

The humanitarian crisis in Iraq is complex and deepening. Over 11 million people are estimated to need some form of humanitarian assistance and protection. About 3 million people have been, and remain, internally displaced since January 2014. The United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) office in Iraq was re-established in 2014 following the rapid deterioration of the humanitarian situation to facilitate coordination of the humanitarian response in Iraq, including assistance to the internally displaced Iraqis. The National Humanitarian Affairs Officer (HAO) will assist the UN OCHA Head of Field Coordination Unit in strengthening coordination and communication, and in liaising with relevant government, UN and non-government actors in Iraq. The HAO will also conduct information gathering and analysis to improve the overall understanding of the humanitarian context in Iraq, which will contribute to overall preparedness, and to effective and efficient emergency responses to address the impact of conflict, violence and displacement in Iraq.

Functions / Key Results Expected:

Under the immediate supervision of the Head of the Field Coordination Unit, the HAO will perform the following tasks:

1. Assist in the coordination of humanitarian assistance in the context of Iraq by supporting the Head of the Field Coordination Unit in strengthening coordination mechanisms and by attending cluster meetings when relevant;
2. Assist in establishing or strengthening partnerships with Iraqi government authorities and humanitarian actors to promote joint or collaborative emergency preparedness and response activities;
3. Undertake and provide support to technical assistance and other field missions, e.g. participate in field trips to undertake in-depth reviews of specific coverage areas or coordination mechanisms;
4. Partner with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programmes and help to ensure that latest findings, lesson learnt, policy guidelines etc. are incorporated into these activities, including gender-related considerations;
5. Contribute to the preparation of various written reports, documents and communications, e.g. draft sections of studies, background papers, policy guidelines, briefings, presentations etc., provide up-to-date analysis on trends and developments on the humanitarian situation in the country;
6. Provide support in the collection of information on humanitarian developments and relief programmes;

7. Maintain the OCHA contact directory including UN agencies, NGOs, donors and relevant government counterparts;
8. Contribute to OCHA daily updates and sitreps on the humanitarian situation at the national level, reported needs and humanitarian responses;
9. Assist in strengthening local level networks to gather information from the field, including from local communities and non-traditional partners;
10. Track information to facilitate preparedness for potential humanitarian emergencies: support the development of contingency plans as necessary;
11. Collect and contribute information to update OCHA products (3W, sitreps, governorate profiles, fact sheets);
12. Support advocacy initiatives on humanitarian concerns and issues (protection of civilians, funding gaps, specific vulnerabilities);
13. Provide verbal and written translation assistance when required;
14. Perform other duties as requested by the Head of the Field Coordination Unit /Supervisor.

Impact of Results

The position will contribute to an improved humanitarian response in Iraq by informing and supporting the work of the OCHA Field Coordination Unit in Iraq.

Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity through adherence to UN values and ethical standards;
- Promotes the vision, mission, and strategic goals of OCHA;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism;
- Demonstrates ability to develop and maintain effective work relationships with other sections and colleagues within the organization, and within the humanitarian community.

Functional Competencies:

- Promotes knowledge sharing and a learning culture in the office;
- Ability to research best practices and propose new, effective ways of doing things;
- Ability to develop and maintain effective working relationships with other sections and colleagues within the organization;
- Ability to develop and maintain effective working relationships with national authorities and other organizations;
- Focuses on impact and results, and responds positively to constructive feedback;
- Consistently approaches work with energy and a positive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.
- Actively works towards continuing personal learning and development and applies newly acquired skills.

Recruitment Qualifications:

Education and Experience:	<p>Master's Degree in social science, public administration, law, development studies, international affairs or other relevant disciplines with a minimum of two years professional experience in humanitarian affairs, emergency relief management, development affairs, or related areas.</p> <p>Alternatively, a Bachelor's degree in any of the mentioned disciplines, with a minimum of four years experiences in lieu of a Master Degree.</p>
Language Requirements:	Fluency in written and spoken English and Arabic is essential.
Other Skills	<p>Familiarity and good knowledge of social, political and economic conditions in the country;</p> <p>Ability to establish and maintain effective professional relationships with a wide variety of government, UN and NGO stakeholders;</p> <p>Competence in data collection, compilation, analysis and reporting;</p> <p>Ability to write and communicate orally in a clear and concise manner;</p> <p>Experience in conducting, participating in and reporting on meetings;</p> <p>Computer literacy;</p> <p>Strong translation skills desirable.</p>

How to Apply

Interested Applicants should complete the Personal History (P.11) form, (only P11 Form will be considered) which can be downloaded from the website <http://www.iq.undp.org/content/iraq/en/home/operations/jobs.html>.

Kindly forward your completed P11 to the email address ochairaq.vacancies@un.org indicating the Post Title and the duty station in the e-mail's subject, before the deadline of 03 October 2017.