Position Information:

<table>
<thead>
<tr>
<th>Job code title:</th>
<th>National Humanitarian Affairs Officer, Government Liaison Officer</th>
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<tbody>
<tr>
<td>Agency:</td>
<td>UNOCHA</td>
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<tr>
<td>Pre-classified Grade:</td>
<td>NOA</td>
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<tr>
<td>Duty Station:</td>
<td>Baghdad</td>
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<tr>
<td>Type of contract</td>
<td>Fixed Term Contract</td>
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<tr>
<td>Contract period:</td>
<td>One year</td>
</tr>
<tr>
<td>No of Positions:</td>
<td>One (1)</td>
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<tr>
<td>Closing Date for Applications:</td>
<td>22 September 2020</td>
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Organizational Context:

The United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) has established field offices in Iraq to facilitate coordination of the humanitarian response in Iraq, including assistance to Iraqis internally displaced since January 2014.

The National Humanitarian Affairs Officer – Government Liaison Officer will assist the UN OCHA Head of Office in strengthening coordination and communication, with the Joint Crisis Management Center (JCMC) within the council of Ministers Secretariat (COMSEC), the National Operations Center (NOC), other relevant Government entities. The Liaison Officer 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.

Duties and Responsibilities

Under the overall guidance and supervision of the Deputy Head of Office – Baghdad for OCHA Iraq, the incumbent will be based at the OCHA Baghdad office and will be responsible for the following duties:

- Researches, analyzes and presents information gathered from diverse sources on assigned topics/issues.
- Contributes to the preparation of various written documents, e.g. daily and weekly situation reports issued by the Government of Iraq (GoI) as well as analysis papers.
- Develops and maintains reference/resource information on specific topics or policy-related issues; responds to various inquiries and information requests internally and externally.
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with the UN and GoI to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serves as reporter to such events.
- Maintains awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject areas.
- Establishes and maintains close contact with GoI staff relevant entities and maintains a contact list of INGO/NGO/UN Agencies and government authorities.
- Supports information flow between the UN and GoI through coordination meetings, updates regular reporting and other and other for and mechanism.
- Supports OCHA’s work through translation of reports and updates from English to Arabic and vice versa.
- Provides regular updates noting influencing factors, responses and special reports.
- Supports Head of Office or other OCHA staff in protocol and setting up meetings, workshops or other events with GoI and maintains meeting minutes.
- Briefs current and incoming OCHA Iraq staff as required on government issues.
- Perform other duties as required.
Competencies

**Professionalism:** Strong knowledge of humanitarian principles, conceptual and strategic analytical capacity. Demonstrated problem solving skills, very good knowledge of UN mandates, demonstrated ability to conduct in-depth studies and needs assessments and formulate conclusions/recommendations. 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.

**Teamwork:** Sound interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; build consensus for task purpose and direction with team members; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Ability to effectively contribute to unit work program and the execution of the total program and ensure timely delivery of results. 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.

**Communication:** Excellent communication (spoken and written) skills and ability to convey complex concepts and recommendations. 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.

Required Skills and Experience

**Education:** Advanced university degree (Master’s degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth science or a related field. A first level university degree (bachelors) from accredited university with additional two years of relevant experience will be accepted in lieu of masters.

**Experience:** A minimum of one year with Master’s degree or two years with a first level university degree of progressively responsible experience in humanitarian affairs, emergency preparedness crisis/emergency relief management.

- Experience in coordination, or political affairs or other related area is an advantage.
- Previous experience in translation is desirable.
- Experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management or other related areas, preferably with a United Nations agency or a Non-Governmental Organization will be given a priority.
- Skills in drafting reports is desirable.

**Language:** Fluency in English and Arabic (both verbal and written) is required.
**How to Apply:**

Complete a UN Personal History Profile form in English (P.11). This can be downloaded from:

http://sas.undp.org/Documents/P11_Personal_history_form.doc

Note: The Personal History Profile form must be completed as indicated, including all previous employment titles, *month and date of employment*, and previous supervisor contact information. Applicants’ eligibility cannot be fully assessed if the Personal History Profile is not properly completed.

- **Please attach your education certificate.**

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 22 September 2020**.