

## TERMS OF REFERENCE

### Position Information:

Job code title:	National Humanitarian Affairs Officer
Agency:	UN OCHA
Pre-classified Grade:	NO-B
Supervisor:	Head of Office
Duty Station:	Baghdad, Iraq (Southern Iraq)
Type of contract	Fixed-Term
Contract period:	One Year
No of Positions:	One Position
Closing Date for Applications:	<b>09 March 2023</b>

### Organizational Context:

OCHA is part of the United Nations and is 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 in order to alleviate human suffering in disasters and emergencies; promote preparedness and prevention and facilitate durable solutions.

**OCHA in Iraq is looking for an experienced Humanitarian Affairs Officer to be based in Baghdad office, overseeing the Governorates of Karbala, Najaf, Al-Qadissiya, Thi Qar, Missan, Muthanna and Basra.** The incumbent supports the implementation of the following set of activities: a) improving inter-agency humanitarian preparedness and response; b) monitor and report on the humanitarian situation; and c) strengthen coordination with NGOs and national actors.

### Functions / Key Results Expected:

Under the immediate supervision of the Head of Office, the HAO will perform the following tasks:

1. Assists in establishing or strengthening partnerships with Iraqi government authorities and humanitarian actors to promote joint or collaborative emergency response and preparedness activities.
2. Establishes and maintains contacts with UN agencies and international and national Non-Governmental Organizations (NGOs) to facilitate collaboration and exchange of information on different humanitarian concerns and issues, including early warning and contingency planning.
3. Tracks information to facilitate preparedness for potential humanitarian emergencies and supports the development of contingency plans as necessary.
4. Conducts regular visits to the Governorates of responsibility to undertake in-depth reviews of specific humanitarian related issues and support coordination mechanisms whenever needed.
5. Initiates, coordinates, and leads, where appropriate, humanitarian assessment missions.
6. Monitors and reports on humanitarian developments and programmes and provides up-to-date analysis on trends and developments on the humanitarian situation in the country.
7. Provides inputs and written translation assistance for key OCHA information products and documents, both internal and external.

8. Contributes to the preparation of various written reports, documents and communications, e.g., draft sections of studies, background papers, policy guidelines, briefings, presentations etc.,
9. Maintains the OCHA contact directory including UN agencies, NGOs, and relevant government counterparts.
10. Supports advocacy initiatives on humanitarian concerns and issues (protection of civilians, funding gaps, specific vulnerabilities).
11. Performs other duties as requested by the Head of Office.

## Impact of Results

Assist the Office for the Coordination of Humanitarian Affairs, in identifying significant humanitarian issues, develop well-reasoned, innovative suggestions and approaches to problem resolution. Help meet organizational objectives and provide sound analytical inputs and advice with respect to coordination of humanitarian action.

## 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:

- **PROFESSIONALISM:** Knowledge of a range of humanitarian assistance, emergency relief and related human rights issues, including approaches and techniques to address difficult problems. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response.
- **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.
- **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; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **TEAMWORK:** 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; 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.

Recruitment Qualifications:	
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Alternatively, Bachelor's degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li> <li>- Strong proved humanitarian coordination experience is required.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>- Fluency in written and spoken English and Arabic is essential.</li> </ul>
<b>Other Skills</b>	<ul style="list-style-type: none"> <li>- Familiarity and good knowledge of social, political and economic conditions in the country.</li> <li>- Competence in data collection, compilation, analysis and reporting.</li> <li>- Experience in conducting needs assessment.</li> <li>- Experience in organizing, participating in and reporting on meetings.</li> <li>- Ability to write and communicate orally in a clear and concise manner.</li> <li>- Computer literacy.</li> <li>- Strong translation skills (Arabic/English) is desirable.</li> </ul>

How to Apply
<p>Complete a UN Personal History Profile form in English. This can be downloaded from: <a href="https://procurement-notice.undp.org/doc/live.com">procurement-notice.undp.org/doc (live.com)</a></p> <p>Note: The Personal History Profile form must be completed as indicated, including all previous employment titles, <b>month and date of employment</b>, and previous supervisor contact information. Applicants' eligibility cannot be fully assessed if the Personal History Profile is not properly completed.</p> <ul style="list-style-type: none"> <li>- Please attach your education certificate.</li> </ul> <p>Kindly forward your completed P11 to the email address <a href="mailto:ochairaq.vacancies@un.org">ochairaq.vacancies@un.org</a> indicating the <b>Post Title and the duty station</b> in the e-mail's subject, before the deadline of <b>09 March 2023</b>.</p>