



Ваш надежный помощник

Humanitarian Adviser

📍 Донецк,

Компания: UN OCHA

Рубрики: [Офисный персонал](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: от двух лет
График работы: полный рабочий день

Описание вакансии

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) in Ukraine is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. In Ukraine, OCHA is responsible for coordinating humanitarian response to expand the reach of humanitarian action, improve prioritization and reduce duplication, in order to ensure humanitarian assistance and protection reach the people who need it most.

The Humanitarian Adviser (HA) works under the overall supervision of the Deputy Head of Office, of OCHA Ukraine and is based in Donetsk. The HA will develop and enhance strategic partnerships with and coordination among UN Agencies, local and international NGOs, local and national government authorities, and other relevant actors. The HA will support OCHA's priorities, including supporting the improvement of humanitarian access, operational coordination, assessment of needs, response planning, and monitoring of the response.

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Summary of Key Functions:

- Provide support to OCHA Office in Ukraine in preparedness and emergency response
- Provide support to the humanitarian community through strengthening the coordination of humanitarian response
- Create and maintain strategic partnerships

Duties & Responsibilities

Key Responsibilities:

- Ensure a constant information flow between relevant national disaster management authorities and other relevant entities and OCHA Office in Ukraine on conflict and humanitarian disaster-related information operations of humanitarian partners;
- Facilitate coordination of humanitarian assistance by national and international humanitarian organizations;
- Raise awareness among national and international NGOs, the UN, Government and other relevant actors of the various international and local tools, services and mechanisms to support emergency response;
- Provide support to national and international NGOs, the UN, national and local authorities and other relevant actors in strengthening their disaster response capacity by:
 - Ensuring follow-up and leveraging partners' resources towards implementation of the Humanitarian Response Plan;
 - Mapping emergency response capacities and identifying new opportunities and resources for identified gaps;
 - Promotion of joint inter-agency information management platform;
 - Support development of common operational data for preparedness and response;
 - Participate/ lead rapid needs assessment, analysis, and reporting tools and mechanisms;
- Facilitating (in close partnership with relevant actors and partners resolution of any access-related impediments for international humanitarian assistance;
- Monitor early warning indicators and prepare qualitative/quantitative situation reports;
- Advocate for and/or facilitate the incorporation of disaster preparedness in long-term development planning of the UN system and national development plans;
- Identify training needs of humanitarian partners and the authorities in the field of emergency preparedness and response.
- Facilitate and contribute to the preparation of OCHA emergency cash grant and Central Emergency Relief Fund requests;
- Participate in the development of strategies for addressing humanitarian needs, such as Flash Appeals, the annual Humanitarian Response Plans, and other humanitarian strategy documents, as appropriate;
- Support the dissemination of relevant information to the in-country donor community, implementing partners, government and

- other relevant actors in humanitarian response, as appropriate;
- Ensure support for all other administrative and substantive processes required for successful fulfillment of OCHA mandate in Ukraine.
- Perform any other duties assigned by the Deputy Head of OCHA Office in Ukraine.

The key results have an impact on the success of preparedness and emergency response of the international community in Ukraine within specific areas of coordination, resource mobilization and information sharing. In particular, the key results have an impact on the design, operation and programming of joint inter-agency preparedness and emergency response activities, creation of strategic partnerships as well as reaching resource mobilization targets.

COMPETENCIES

Core Competencies:

- Professionalism;
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating teamwork;
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision-making.

Technical / Functional Competencies:

Building Strategic Partnerships

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues;
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders.

Innovation and Marketing New Approaches

- Generates new ideas and proposes new, more effective ways of doing things;
- Documents and analyses innovative strategies/best practices/new approaches.

Job Knowledge/Technical Expertise

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position;
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- Demonstrates good knowledge of information technology and applies it in work assignments;
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Client Orientation

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Anticipates client needs and addresses them promptly.

Planning and 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.

QUALIFICATIONS:

Education:

- Master's degree or equivalent in political or social science, disaster management, international relations, public administration, or any related field a Bachelor's degree with 2 additional years of relevant experience is accepted in lieu of a Master's degree.

Experience:

- Minimum 2 years of progressively responsible professional experience in humanitarian affairs, natural disaster response and preparedness, crisis/emergency relief management, early recovery and rehabilitation, or related field.
- Professional experience in facilitation and preparation of needs assessments, consolidated strategies or work plans, contingency planning processes, and deliverance of related trainings and workshops.

- Proven analytical skills and experience on timely delivery of written reports, prepared in an accurate and concise manner.
- Familiarity with the UN system would be an asset.
- Computer literacy (Excel, Internet, Word).

Language Requirements:

- Fluent written and spoken English, Ukrainian and Russian.

Контактная информация

Контактное лицо: YuliyaPilyavska

Сайт: https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/1282

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