

Humanitarian Affairs Officer

General description

The Humanitarian Affairs Officer (HAO) is acting as the central point for the coordination, communication, monitoring, reporting and liaison with key humanitarian actors and authorities to support an effective humanitarian response. The HAO must be able to provide sound analytical inputs and advice that contribute to improving institutional capacity and ability to articulate policy on a growing number of humanitarian and relief assistance issues.

Humanitarian Affairs Officers will primarily, but not exclusively, be deployed to OCHA.

Examples of duties and responsibilities

- Monitor, analyse and develop situation reports on the emergency situation to a variety of key actors (e.g. international aid community, UN HQ, government officials and donors).
- Prepare a range of core supporting material – reports, communications, policy guidelines, parliamentary briefings, case studies and presentations on the humanitarian crisis and response.
- Partner with other humanitarian agencies to gather and share data, ensure intern-agency strategic planning and evaluate relief programmes for gap analysis and to ensure the latest findings, lessons learned, socio-political factors and cultural/gender norms are incorporated.
- Support interagency contingency planning. Build consensus and facilitate collaboration.
- Inter-cluster coordination, with the set up and development of the cluster approach. Capacity building of partners based on the cluster approach.
- Serve as a primary focal point on policy related issues and the latest developments in the crisis. Ensure a safe and efficient conduct of programmes, activities and operations.
- Provide technical support through field missions to undertake in-depth reviews of specific country coordination mechanism.
- Review and provide advice on matters regarding the safeguarding of humanitarian principles whilst ensuring the effective delivery of humanitarian assistance. Monitor humanitarian risks.
- Manage the production of strategic fundraising documents (e.g. flash appeals) and monitor the appropriate channelling and spending of donor contributions.

Required qualifications

- Professional technical experience matching the above-mentioned duties and responsibilities.
- A minimum of 3 years international humanitarian field experience.
- Relevant educational background and knowledge of the UN.
- Knowledge and understanding of the complexity related to refugee and IDP situations.
- Proficiency in one (preferable two) languages. English is obligatory, while French or Arabic is an advantage.