



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

Internal/External Vacancy Announcement

I. Position Information

Post Title: National Humanitarian Affairs Officer/Inter-Cluster Coordination
Officer Agency: UN-OCHA
Grade: NOC
Type of Contract: Fixed Term
Department: Inter Cluster Coordination Unit
Duty Station: Addis Ababa
Duration: Initially for one year
Closing Date: 13 April 2017

II. Organizational Context

The IASC-endorsed “cluster approach” operates at two levels. At the global level, the aim is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by designating Global Cluster Lead Agencies who are accountable for ensuring predictable and effective inter-agency responses within the particular sectors or areas of activity concerned. At the country level, the aim is to strengthen the coordination framework and response capacity by mobilizing clusters of agencies/organizations/NGOs to respond in particular sectors or areas of activity, each cluster having a clearly designated lead, as agreed by the HC and the UNCT. To enhance predictability, where possible this should be in line with the cluster lead arrangements at the global level. The Cluster Approach was rolled out in Ethiopia in 2007 and is intended to directly support government-led sector-based coordination.

OCHA Ethiopia has recognized the need for a full-time National Cluster Coordination Officer who will support the Cluster Coordinator in facilitating amongst the cluster coordinators in exercising the cluster approach to support humanitarian response. The post holder will support the Cluster Coordinator to fulfill his/her duties of coordinating cluster coordinators to determine the priorities of information management, cross-cutting issues (thematic and operational) and the efficient management of the cluster itself. Additionally, OCHA promotes inter cluster priorities including joint assessments amongst clusters. The role will also encompass development of early warning strategies, specifically mobilizing and supporting an effective, coordinated, strategic, and principled approach, which is informed by risk reduction concepts, in settings of humanitarian concern.

The National Humanitarian Affairs Officer reports to the Inter Cluster Coordinator and works in close conjunction and liaison with all units within the OCHA-Ethiopia office and in particular with Cluster Lead agencies and NGOs. The National Humanitarian Affairs Officer will also lead IDP response coordination.

IV. Impact of Results

Duties:

Within the limits of delegated authority by the OCHA Inter-Cluster Coordinator, the National Inter-Cluster Coordination Officer is responsible for assisting the Inter-Cluster Coordinator in fulfilling the following duties:

Cluster Coordination Support Duties:

1. Work closely with cluster coordinators to develop regional operational plans based on the

strategy outlined in the HRD, which include an overall objective, activities, timelines and a monitoring plan;

2. Support the work of clusters by ensuring that the standard tools (3W, financial tracking, context monitoring) and products (snapshots, operational plans) are appropriate to support strategic and operational decisions by the inter-cluster coordination group and the EHCT;

3. Participate in Federal Cluster Coordination meetings to strengthen the linkages between decision-making and operational coordination forums, as requested;

4. Monitor clusters' progress towards their objectives; provide assistance and support to Cluster Coordinators in the management of their cluster, including periodic cluster reviews;

5. Liaise with Cluster Coordinators to facilitate timely and accurate information is shared with cluster partners and the wider humanitarian community;

6. Support Cluster Coordinators to identify operational challenges and gaps in coverage, including advice on handover of responsibilities to either the local authorities and / or recovery organizations;

7. Act as secretariat for bi-monthly Inter-Cluster Coordination Group Meetings that will tackle multiple-cluster coordination issues and other cluster concerns, track action points including follow-up with cluster coordinators and when called upon present updates and developments arising from these meetings;

7. Draft Cluster Key Messages ahead of EHCT meetings from information developed by clusters, ensure presentation of advocacy messages to the EHCT and highlight decisions/guidance to the Inter Cluster Coordinator as required.

8. Review sector/cluster operational plans to ensure that objectives and indicators are clearly articulated and are linked to the HRF in terms of requirements, response activities.

8. Identify specific activities that enhance the inter cluster collaboration, including the cross cutting priorities;

9. Work closely with the OCHA field coordination staff to facilitate stronger sub national inter-cluster and cluster coordination;

10. In consultation with the Inter Cluster Coordinator, work closely with HRF, IMU and SCU to ensure gaps in response are communicated through operational and public information products (as appropriate) and funding are addressed;

11. Participate in evaluations of the impact of clusters including the establishment of benchmarks/indicators;

12. Ensure that the participation in the clusters reflects the operational organizations in the sector;

13. Represent OCHA in the IDP Working Group under the Protection Cluster and facilitate the link between information collected by HAOs and centralized synthesis and analysis and recommendations of the IDP Working Group for addressing protection concerns of protracted IDPs.

14. Contribute to supporting OCHA on developing information systems aimed at having a better understanding of displacement (maps, reporting tools and livelihood definitions), impact on livelihoods.

15. Support the integration of cross-cluster issues and cross cutting issues (e.g. gender) in the programming of all sector/clusters.

16. Bring inter-cluster training needs to the attention of relevant parties to be addressed.

17. Perform other tasks that may be assigned by the Inter Cluster Coordinator to support the coordination of the clusters and the overall humanitarian effort or any other duties requested by the OCHA Head of Office or Deputy Head of Office.

DRM Duties:

The Officer will support Cluster Lead Agencies in their efforts to meet humanitarian objectives, including reducing risk levels. Specific responsibilities include:

1. Early Warning Preparedness & Contingency Planning

- Support Clusters' efforts geared to enhancing national and community-level early warning preparedness, including contingency planning processes, that identify how risks of an emergency can be reduced and risk awareness can be increased, in addition to measures needed to respond to an emergency. The National Officer will work closely with Cluster Coordinators to ensure early warning indicators are being used in all the sectors. The National Officer, in collaboration with OCHA sections will ensure early warning information are reflected in OCHA products and tools.

2. Analysis & Planning

- Promote and contribute to a comprehensive multi-threat risk analysis as the basis for humanitarian analysis and planning;
- Contribute to risk reduction efforts through the provision of information and analysis on risk levels/profiles and risk-related concerns;
- Contribute to the identification of high-risk, low-capacity areas through a process of risk criteria/indicator-setting and prioritization;
- Support development of appropriate, effective risk reduction strategies, ensuring consideration is made during emergency assessments and in planning and programming of all significant, probable threats and threat multipliers.

3. Coordination

- Facilitate the incorporation of risk reduction objectives in Inter Cluster Group TORs and discussions;
- Attend Early Recovery and Early Warning and DRM meetings and support the OCHA focal point for early recovery;
- Attend the methodology workgroups and support advocacy on inclusion of displacement and identification of vulnerable groups and access to basic services;
- Support the early recovery cluster in developing programs and action plan that effectively link with DRM cycle components and respond to the needs of vulnerable groups such as IDPs in the country;
- Support the clusters and NGO counterparts in the implementation of early warning and disaster prevention activities.

4. Advocacy & Reporting

- Advocate for, and support the creation of, risk reduction evaluation and reporting mechanisms in line with approved policy guidance and headquarters frameworks;
- Inform OCHA management on issues that concern DRM in order to raise to the attention of the HC/RC, ERC and/or donors, as appropriate, with recommendations for action.

V. Competencies	
<p>Corporate Competencies: Commitment Drive for results Embracing Diversity Integrity Self-awareness and self-regulation Team work</p> <p>Functional Competencies: Analytical & conceptual Thinking Communication Networking Strategic and Global thinking Coaching Managing resources Planning, setting standards and Monitoring work Leading vision and change</p>	
VI. Recruitment Qualifications	
Education:	Advanced University Degree in the area of social science or a related field is a requirement.
Experience:	Minimum five years of direct relevant working experience with the UN, NGO or government agency is required. A thorough understanding of the relief, social, economic and political situation in Ethiopia, excellent communication, report writing & analytical skills are necessary. Necessary personal qualities should include diplomacy, tact, integrity and the ability to work effectively in a multi-cultural environment, under pressure and sometimes in arduous circumstances.
Language Requirements:	Fluency in written and spoken English is essential. In addition proficiency in one or more official languages at the duty station will be an asset.

Interested applicants can submit their CV and supporting documents to:

UN-OCHA Ethiopia

Admin Section

P.O.Box 60252

Addis Ababa

For electronic applications: abrham@un.org

Only short listed candidates will be contacted