



## VACANCY ANNOUNCEMENT

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)** is looking for a dynamic results driven Nepalese citizens for the following positions

### **National Coordination Officer (NO) - two posts**

#### **Duty Stations : Nepalgunj and Biratnagar**

The National Coordination Officer will perform his/her duties under the supervision of the OCHA Humanitarian Affairs Officer / Head of Field Office based in either Nepalgunj or Biratnagar. Working as part of a dynamic team, in regular contact with all United Nations Agencies and their partners in areas covered by the Field Office, the National Coordination Officer will undertake the following duties and responsibilities:

#### **Responsibilities:**

- Gather information on development and humanitarian challenges, including conflict and natural disaster issues, through attending sector coordination meetings, maintaining agency and government contacts, scanning the media and regularly visiting field sites.
- Support common analysis of district level reporting and maintain close contacts with the OCHA Office in Kathmandu and other field offices.
- Work with agencies to ensure that the latest humanitarian news is shared with the OCHA Office in Kathmandu, other UN Agencies and partners.
- Support United Nations inter-agency contingency planning exercises.
- Support implementation of a common United Nations public information strategy, including the preparation of regular regional updates on the overall situation, including the work of the United Nations and its partners in responding to development and humanitarian challenges.
- Support organisation of high-profile public events on humanitarian issues.
- Draft inputs to briefing notes and presentations for the United Nations Resident/Humanitarian Coordinator and senior OCHA colleagues.
- Prepare translations (Nepali into English and vice versa); Act as an interpreter when required (Nepali into English and vice versa), including with high-level officials.
- Assist in arrangements for, and participate in, joint assessment and evaluation missions to areas with acute humanitarian needs.
- Arrange and participate in meetings, often with high-ranking officials. Take written notes.
- Train UN national staff on Humanitarian Principles/working in conflict.
- Backstop OCHA Field Office colleagues in their absence.
- Perform other duties that may be required by the OCHA Humanitarian Affairs Officer or OCHA Head of Office.

#### **Qualifications / Experience:**

- Relevant Master's degree from recognized university.
- Minimum of three years work experience with an international organisation.
- Excellent spoken and writing skills in English and Nepali languages.
- Strong computer skills including MS Word and Excel.
- Proven high-level representation skills.
- Proven team-working skills.
- Affinity with the mandate of the United Nations.

Applications should be submitted in a sealed envelope marked "Application for  
**"National Coordination Officer, Nepalgunj or Biratnagar"**

to The Administration Department, OCHA,  
UN House, Pulchowk, P.O. Box, 107, Kathmandu **by 13 May 2007**

(Only applicants under serious consideration will be contacted)

Applicants must submit typed updated standard UN Personal History Form and Summarized Personnel Information Form which is available either at the OCHA Web Page <http://ocha.unog.ch/ochavacancies> or the UN house reception.

**Women, Indigenous ethnic groups and disadvantaged persons are strongly encouraged to apply.**