

Posting Title: Fixed Term Appointment  
Humanitarian Affairs Officer, NOA

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Gaza

Posting Period: 6 April 2024 – 13 April 2024

Job Opening number: 2024-012

Duration: One Year

---

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

---

### **Org. Setting and Reporting**

OCHA is the part of the United Nations Secretariat 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 to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities, and donors, as well as supporting resource

mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there too and the need for international assistance.

In order to meet the increased need for coordination, advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) needs to strengthen its team in the Gaza strip, The position of the Humanitarian Affairs Analyst will work in close collaboration with various units in the OCHA oPt office, various UN agencies, NGOs, authorities, local communities, ... etc.

This job opening is being advertised for the position of Humanitarian Affairs Analyst in Gaza, occupied Palestinian territory (oPt). Under the overall supervision of the Head of Sub Office (HOSO) in Gaza, the incumbent reports to the Head of Gaza Sub-office and under the guidance of the Head of Office (HoO) and Deputy Head of Office (DHoO) the incumbent will be responsible for:

**Responsibilities:** Within delegated authority, the Humanitarian Affairs Analyst will be responsible for the following duties:

**1. Monitors and assesses humanitarian developments in the area of reference (AOR) and their impact on the Palestinian population.**

- Proactively reports on the political, social, economic, and security development in the AOR on a daily/ad hoc basis. Assists the Head of Sub-Office (HoSO) in the development of trend analysis and provides recommendations on humanitarian action.
- Prioritizes and assists in conducting regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports and organizes joint assessments with other UN and NGOs when needed or requested. Drafts report and conducts follow-ups.
- Continuously monitors the drivers of humanitarian need in the Gaza Strip, including (*inter alia*) the mapping of the measures related to the blockade, the internal Palestinian political divide, and other driving factors that impact the humanitarian condition of Palestinians in

Gaza. Conduct specific monitoring of communities that are worst affected and most vulnerable.

- Initiates and sustains regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information, support the development of common and consistent analysis, and formulate scenarios for action.

## **2. Contribute to field coordination and humanitarian action.**

- Prepares and, when required, leads coordination meetings at the district level to identify humanitarian issues and seek response mechanisms jointly with other stakeholders.
- Supports liaison with various Palestinian authorities, on behalf of OCHA oPt, as requested by the HoSO and DHoO/HoO.
- Monitors and reports on access restrictions experienced by humanitarian organizations or critical service providers.
- Supports the HoSO, under the guidance of the DHoO/HoO, in mobilizing resources and interventions to respond to a gap in existing aid programs or a new emergency.
- Represents OCHA in the field; plans and conducts field visits and meetings with the affected population and representatives of the local communities/authorities.

## **3. Contribute to OCHA advocacy role in the oPt.**

- Participates and/or supports in field briefings for officials and diplomats. Maintains awareness of current humanitarian affairs and related issues in the AOR.
- Provide regular inputs to the HoSO and OCHA units at the country level, as requested, to produce weekly, monthly, and ad hoc situation reports (i.e. humanitarian monitor, PoC, humanitarian updates, HPC, presentations, etc....)
- Ensures a regular and exhaustive transfer of information on closures to the Information Management Unit to support the consistency and accuracy of their mapping.
- Arrange for dissemination at the local level of UN and OCHA reports and provide support to local launches of information products.

- Supports advocating at the local level and in Jerusalem/Ramallah with key stakeholders (NGOs, donors, UN) for the response to emerging humanitarian gaps in the AOR.

#### **4. Ensure OCHA in the strategic planning of the national office.**

- Participates in the periodic future planning of the OCHA office/provides ideas to the management to help in allocating OCHA's resources efficiently.
- Facilitates OCHA office in the preparation of contingency planning/Builds expected scenarios according to the emerging situations and discusses it with the humanitarian actors in the field.
- Facilitates the identification of emergency humanitarian needs and types of assistance required/sets up meetings with different UN agencies, INGOs, and NGOs to gather information on WDDW to respond to those needs and emergencies.

#### **5. Provision of Administrative Functions**

- Assists non-Arabic speakers to communicate with the local people/Acts as interpreter and carries out translation work (Arabic/English/Arabic).
- In the absence of HoSO and upon his/her request/delegation, ensure the efficient day-to-day functioning of the OCHA Gaza office.
- Helps the UN security system/ provides updated security information from the field to the UN operation room. Responds to inquiries about security incidents from DSS and act as security Zone warden.
- Any other duties may be requested by the Head of Gaza Sub Office.

#### **Competencies:**

**PROFESSIONALISM:** Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of

assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

### **Qualifications:**

#### **Education**

An advanced university degree (master's degree or equivalent) in Political Science, Social Science, International Studies, Public Administration, Economics, or a related field is required. Or

Or A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Job Specific Qualifications**

#### **Experience:**

- Up to 2 years (with master's degree) or minimum of two (2) years (with bachelor's degree) of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, human rights, or other related areas is required.
- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is desirable.
- Experience in a humanitarian context in the UN Common System or other comparable international organization is desirable.

#### **Language:**

Fluency in English and Arabic (both oral and written) is required.

#### **Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice This is a fixed term position and is currently available for the duration of one year, with the possibility of extension subject to satisfactory performance and availability of fund. The contract will be administered by United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in Gaza, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this assignment may provide the successful applicant with an opportunity to gain new work experience,

the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by

force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

### **How to apply:**

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up-to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

**No Fee**



THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

**CLOSING DATE FOR APPLICATIONS: 13 April 2024**

**Applications received after this date will not be considered.**

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.