



Administrative Associate

Gaza, Palestine, State of

JOB INFO

Job Identification	36175
Posting Date	08/12/2026, 02:17 PM
Apply Before	08/20/2026, 06:59 AM
Job Schedule	Full time
Locations	 Gaza, Palestine, State of
Agency	UNOCHA
Grade	G7
Vacancy Type	Fixed Term
Practice Area	UN Coordination
Bureau	Regional Bureau for Arab States
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	Bachelor's Degree - 4 year(s) experience OR High School certificate- 7 year(s) experience
Required Languages	Proficiency in both Arabic and English languages is required.
Vacancy Timeline	1 Week
Mobility required/no mobility	no mobility required

JOB DESCRIPTION

Background

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 disaster emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a 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 to and the need for international assistance.

Under the guidance of the Head of Gaza Office and the direct supervision of the Head of Administration, the Administrative Associate provides administrative, security and facility management services ensuring high quality, accuracy and consistency of work. The Administrative Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

Duties and Responsibilities

Responsibilities: Within delegated authority, the Administrative Associate will carry out the following duties:

- Full compliance of administrative processes and procedures with UNDP and UNOCHA rules, regulations, policies and strategies.
- Full compliance of administrative procedures of UN/Secretariat rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Administration in consultation with the direct supervisor and office management.
- Coordinates maintenance services of installations, systems and equipment throughout the OCHA offices and Guest Houses in Gaza.
- Plans maintenance and alternation needs, analysis of functional/special needs and recommendations on alternative solutions.
- Reviews contractors' invoices and assists with cost recovery as required.
- Supports in arranging low value acquisition for the Gaza office and supports in carrying out technical evaluation of offers as needed.
- Guides in developing standards for existing and future facilities and guidelines for the on-going management of OCHA offices and Guest Houses.

- Liaises with Safety and Security for safety inspections of premises; reports and investigates accidents and recommends correction of safety or fire hazards.
- Supports in identifying common issues and best practices, making strategic recommendations and developing a plan to achieve objectives and increase efficiency.
- Property Management in line with IPSAS 17 implementation.
- Ensures that physical verification of OCHA's equipment and assets are done on yearly basis.
- Ensures that equipment and assets are updated for recording in UMOJA inventory system.
- Ensures that final inventory reports for the OCHA Gaza office are prepared in a timely manner for submission to OCHA's Jerusalem Office.
- Ensures follow up on disposal of inventory and preparation of G45 forms, in liaison with OCHA's Jerusalem office on the inventory method for disposal and ensures the recommendation of the disposal method is arranged.
- Contributes to the duties related to security and safety management
- Performs other duties as required.

Competencies

- **Professionalism:** Knowledge of the Organization's rules and regulations as they pertain to building management and of industry codes and standards. Knowledge of the Organization's financial rules and regulations, as well as budgetary, administrative procedures, policies and directives. Ability to read and interpret architectural floor plans. 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Able to perform analysis, modelling and interpretation of data in support of decision-making.
- **Planning& 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments;

takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Required Skills and Experience

Education:

- Secondary Education is required.
- University Degree in Business Administration, Public Administration, or equivalent field will be given due consideration, but it is not a requirement

Experience:

- Minimum of 7 years (with high school diploma) or 4 years (with bachelor’s degree) of relevant experience in Administration, Security Management, Facilities Management, or related area.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required.
- Experience in security, risk management or analysis, preferably in the security context or related field of work is desirable.
- Experience in conducting procurement procedures within the UN Common System or other comparable international organization is desirable.
- Experience in ECC modules of an ERP system, such as SAP, is desirable.
- Experience with the Common United System is desirable.

Language:

- Proficiency in both Arabic and English languages is required.

Equal opportunity

As an equal opportunity employer, UNOCHA values diversity as an expression of the multiplicity of nations and cultures where we operate and, as such, we encourage qualified applicants from all backgrounds to apply for roles in the organization. Our employment decisions are based on merit and suitability for the role, without discrimination.

UNOCHA is also committed to creating an inclusive workplace where all personnel are empowered to contribute to our mission, are valued, can thrive, and benefit from career opportunities that are open to all.

Sexual harassment, exploitation, and abuse of authority

UNOCHA does not tolerate harassment, sexual harassment, exploitation, discrimination and abuse of authority. All selected candidates, therefore, undergo relevant checks and are expected to adhere to the respective standards and principles.

Probation

For all new UNOCHA fixed term appointments (FTA), including for staff members being transferred or seconded to UNOCHA under the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff, on an appointment of more than one year, continuation of the appointment beyond the initial 12 months is contingent upon the successful completion of a probationary period.

Right to select multiple candidates

UNOCHA reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNOCHA at the same grade level and with similar job description, experience and educational requirements.

Use of AI by candidates

Applicants are invited to [read UNDP's guidance for candidates on using AI responsibly in UNDP recruitment and selection](#)

Scam alert

UNDP does not charge a fee at any stage of its recruitment process. For further information, please see www.undp.org/scam-alert.

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