



Compliance Officer- UNOCHA- (Nationals Only)

Ramallah, Palestine, State of

JOB INFO

Job Identification	36331
Posting Date	08/18/2026, 06:38 PM
Apply Before	08/26/2026, 06:59 AM
Job Schedule	Full time
Locations	 Ramallah, Palestine, State of
Agency	UNOCHA
Grade	NOA
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	Master's Degree
Other Criteria	or Bachelors Degree with 2 years of relevant work experience.
Required Languages	English and Arabic
Vacancy Timeline	1 Week
Mobility required/no mobility	no mobility required

JOB DESCRIPTION

Organizational 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) 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.

This fixed term job opening is being advertised for the position of Compliance Officer in Ramallah, occupied Palestinian territory (oPt). Under the direct guidance and supervision of the Head of the Humanitarian Financing Unit/Fund Manager.

Responsibilities

Within delegated authority, the Compliance Officer will be responsible for the following duties:

- Monitors, analyzes, and reports on humanitarian developments, disaster relief/management, or emergency situations in assigned countries/areas that may impact the performance of oPt Humanitarian Fund (HF).
- Organizes and prepares analyses on humanitarian, emergency relief, and related issues and organizes follow-up work management response related to audits and evaluations of the oPt HF.
- Establish and maintain contacts with other UN agencies, non-governmental organizations, and other key stakeholders to enable early detection of compliance issues in oPt HF-funded projects and verify prevention and control mechanisms.
- Undertakes and provides support to technical assistance and other activities to provide risk management training and undertakes in-depth reviews.
- Prepares or contributes to the preparation of various written reports, documents, and communications, e.g. drafts sections of studies, background papers, policy guidelines, briefings, case studies, presentations, correspondence, etc. related to risk management and compliance in the context of Country-Based Humanitarian Pooled Funds.
- Serves as the primary focal point on compliance and risk management of the oPt HF, keeps abreast of latest developments, liaises with other humanitarian organizations, etc., and ensures appropriate monitoring and reporting

- mechanisms in line with global Country-Based pooled fund guidelines.
- Reviews and provides advice to the oPt HF manager on policy issues related to compliance and risk management.
- Organizes and participates in work groups, meetings, conferences, and consultations with other agencies and partners on humanitarian and emergency relief-related matters; participate in planning and actual field project monitoring.
- Participates in the request and reviews of partner capacity assessments and corresponding status updates in the Grant Management System (GMS).
- Follow up with updating the project monitoring timelines, results, and recommendations in the GMS.
- Plans and participates in trainings/workshops for implementing partners and other stakeholders.
- Performs other duties as required.

Competencies

PROFESSIONALISM: Knowledge and understanding of humanitarian, emergency relief assistance, and related humanitarian issues. Ability to identify issues, analyze, and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, work under pressure, and on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Shows pride in work and 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.

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within the 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 shortcomings and those of the work unit, where applicable.

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.

Required Education, Experience, Skills and Competencies

Minimum Education requirements

An advanced university degree (master's degree or equivalent) in business administration, public administration, Finance, accounting, or a related field is required.

A first-level university degree in the areas mentioned above in combination with two years of relevant qualifying experience may be accepted in lieu of the advanced university degree.

Minimum years of relevant work experience

- Up to (2) two years (with Master's degree) or minimum (2) two years (with Bachelor's degree) of progressively responsible experience in finance, project management, accounting, public administration, economics, or a related field, is required.

Required skills

- Experience in Finance, and project management cycle, including performance monitoring is required.

Desired skills in addition to the competencies covered in the Competencies section

- Experience in compliance and risk management is desirable.
- Experience in internal control systems, accounting tools, or related is desirable.
- Experience with the UN common system or equivalent international organization is desirable.

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Required Language (s):

- Fluency in English and Arabic language both spoken and written 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.

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.

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Scam alert

- UNOCHA 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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