



Humanitarian Affairs Officer (Nationals Only)

Gaza, Palestine, State of

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JOB INFO

Job Identification	37173
Posting Date	09/28/2026, 04:09 PM
Apply Before	10/06/2026, 06:59 AM
Job Schedule	Full time
Locations	 Gaza, 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
Other Criteria	2 years of experience with a Bachelor or equivalent - No experience required with a Master
Required Languages	Fluency in English and Arabic (both oral and written) 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 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 fixed term 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 [\[LA1\]](#) Sub Office (HOSO) in Gaza, the incumbent reports to the Gaza Coordination Leader and under the guidance of the Head of Office (HoO) and Deputy Head of Office (DHoO) the incumbent will be responsible for:

[\[LA1\]](#) Identify the reporting lines

Duties and Responsibilities

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

1. Supports in Monitoring and assessing humanitarian developments in the area of reference (AOR) and their impact on the Palestinian population.

- Supports in reporting proactively on the overall humanitarian situation including needs analysis and response in the AOR on a daily/ad hoc basis.
- assists in organizing 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 conduct follow-ups.

- Supports on monitoring the -population movement and overall displacement trends in addition to mapping issues related to humanitarian access, the, and other factors that impact the humanitarian condition of affected population in Gaza.
- Supports initiating and sustaining regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information and maintain regular engagement.

2. Contribute to field coordination and humanitarian action.

- Support on preparing and, when required, provide the required support on coordination meetings with the aim if identifying humanitarian issues and support coordinated response.
- Supports liaison with various Palestinian authorities, on behalf of OCHA Gaza, as requested by the Coordination Team Leader in Gaza and Head of Sub Office.
- Supports monitoring and reporting on access restrictions experienced by humanitarian organizations or critical service providers.
- Supports the Gaza Coordination Team Leader, under the guidance of the Gaza Head of Sub Office in coordinating response and interventions to respond to a gap in existing aid programs or a new emergency.
- Participate in regular sub-national clusters meetings and participate in field visits and meetings with the affected population and representatives of the local communities/authorities.

3. Contribute to OCHA advocacy role in the oPt.

- supports in facilitating field briefings for officials and UN senior visiting delegations. Maintains awareness of current humanitarian situation and related issues in the AOR.
- Supports the provision of regular inputs to the HoSO and OCHA units at the Gaza and country level, as requested, to produce weekly, monthly, and ad hoc situation update
- Support regular sharing of relevant information with the Information Management Unit to support the consistency and accuracy of their mapping.
- Supports the 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.

- Supports OCHA Gaza Sub-Office in the preparation of contingency planning and expected scenarios according to the emerging situations and supports the discussion with the humanitarian actors in the field.

- Supports the identification of emergency humanitarian needs and types of assistance required/support setting up meetings with different UN agencies, INGOs, and NGOs to gather information on 3Ws to respond to those needs and emergencies.

5. Provision of Administrative Functions

- Supports the UN security system in the provision and updating 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 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.

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.

Required Skills and Experience

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

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.

Experience:

- Applicants with Master's degree (or equivalent) in a relevant field of study are not required to have professional work experience. Applicants with a Bachelor's degree (or equivalent) are required to have a minimum of two (2) years 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.
- Experience in supporting inter-agency humanitarian coordination, including coordination meetings, joint assessments, and liaison with UN agencies, NGOs, local authorities, or affected communities, is desirable.

Languages:

Fluency in English and Arabic (both oral 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.

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 UNDP at the same grade level and with similar job description, experience and educational requirements.

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