

Finance Associate - UNOCHA

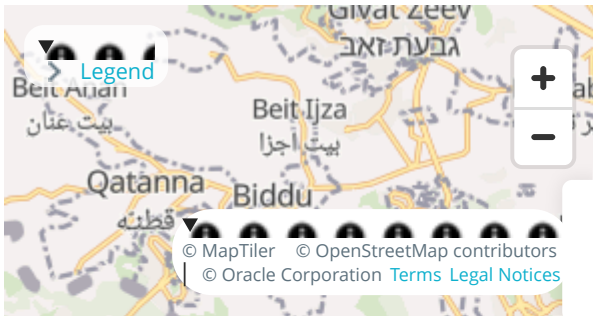
Jerusalem, Israel

BE THE FIRST TO APPLY

JOB INFO

Job Identification	38007
Posting Date	11/11/2026, 11:15 AM
Apply Before	11/18/2026, 06:59 AM
Job Schedule	Full time
Locations	Jerusalem, Israel
Agency	UNOCHA
Grade	G6
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 - 3 year(s) experience OR High School certificate- 6 year(s) experience
Required Languages	Fluency in English and Arabic language both spoken and written is required.
Vacancy Timeline	1 Week
Mobility required/no mobility	no mobility required

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JOB DESCRIPTION

Tiered Approach

In line with the commitment to safeguard capacity and support personnel already in the Organization, a majority of UNDP UNCDF/UNV vacancies are advertised using a tiered application process whereby:

- **Tier 0**: UNDP/UNCDF/UNV IP staff holding permanent (PA) and fixed-term (FTA) appointments, whose posts will be abolished, or contracts will be terminated or not renewed during 2026.
- **Tier 1**: Other UNDP/UNCDF/UNV staff holding permanent (PA) and fixed-term (FTA) appointments
- **Tier 2**: UNDP/UNCDF/UNV staff holding temporary appointments (TA), personnel on regular PSA contracts, and Expert and Specialist UN Volunteers
- **Tier 3 or no tier indicated**: All other contract types from UNDP/UNCDF/UNV and other agencies, and other external candidates

Please make note of the Tier(s) indicated in the vacancy title, if any, and ensure that you satisfy the eligibility to apply.

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) 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

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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 Finance Associate in East Jerusalem, Occupied Palestinian Territory (OPT). Under the guidance of the Head of the Humanitarian Financing Unit/Fund Manager and direct supervision of the Finance Officer.

Duties and Responsibilities

The Finance Associate will be responsible for the following duties:

Provide support in the allocation and financial management processes of the oPt Humanitarian Fund (HF)

- Provide support to the strategic review committees by reviewing submitted project budgets and assigning scores for cost-effectiveness.
- Review project budgets to ensure compliance with the HF global guidelines and oPt operational manual and submit them to the Finance Officer for clearance.
- Conduct meetings with partners to discuss financial comments and finalize budget review.
- Draft grant agreements and amendments as per oPt allocation modalities.
- Review budget amendments and revision requests and submit them to the Finance Officer for clearance.
- Regular follow-up with implementing partners to obtain financial reports.
- Review interim and final financial reports to ensure compliance with the signed agreements, budgets, and guidelines and submit them to NY for approval.
- Follow up on disbursement of funds and refund of balances from partners.

Provide support in the implementation of operational and financial management strategies of the oPt HF Accountability Framework

- Assist in conducting financial capacity assessments for newly registered partners to determine eligibility and assign appropriate risk levels.
- Conducting Financial Spot Checks (FSC) for implementing partners as per the oPt operational manual. Assist in reviewing financial documents, preparing FSC reports, and following up with partners on FSC recommendations and required actions.
- Provide the audit company with the needed financial supporting documents to facilitate the auditing of projects.
- Follow up on auditing status for ended projects and assist in reviewing audit reports.
- Draft confirmation letters to the Audit company regarding funds received by partners each year.
- Promote awareness of global guidelines, opt operational manuals, and Grant Management Systems.
- Assist in conducting training for implementing partners and other stakeholders.

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- Support in preparing a synthesis of lessons learned and best practices in financial management.
- Contribute to knowledge networks and communities of practice.
- Assist in providing financial figures for the monthly and annual reports.

Facilitate knowledge-building and knowledge-sharing within oPt HF implementing partners

Provide support for other Financial and Administrative tasks as needed

- Monitor and Support response to partners as per directives from the Head of HFU.
- Provide logistical and other support for the organization and execution of HF workshops and events.
- Provide administrative support to the HF unit as needed.
- Provide other support to OCHA as needed.
- Perform other duties as required.

Competencies

PROFESSIONALISM: Knowledge of, and ability to apply financial rules, regulations, and procedures in the UN environment. Knowledge, skills, and ability to extract, interpret, analyze, and format data across the full range of finance and budget functions, including program development and database management, claims, and treasury operations. Ability to identify and resolve data discrepancies and operational problems. 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. 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.

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 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.

Required Skills and Experience

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Education:

- Secondary education is required.
- Bachelor's degree in finance, Accounting, Business Administration, Project Management, or any related field will be given due consideration, but it is not a requirement.

Experience:

- (6) Six years of progressively responsible experience in finance and accounting at the national level is required.

OR

- (3) Three years of the above qualifying experience with a bachelor's degree.
- Experience in working with spreadsheets is required.
- Experience in budgeting and analyzing financial reports is desirable.
- Experience in applying UN Financial Rules and Regulations is desirable.
- Experience with the UN common system or equivalent international organization is desirable.
- Knowledge of Grant Management System (GMS) is desirable.

Language:

- 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.

Probation

For all new UNOCHA fixed term appointments (FTA), including for staff members being transferred or seconded to UNDP 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

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

Data Privacy

Please click here to view UNDP Data Privacy Statement

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