




Executive Associate (UNOCHA)

East Jerusalem, Palestine, State of

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JOB INFO

Job Identification	34711
Posting Date	06/06/2026, 01:00 AM
Apply Before	06/13/2026, 06:59 AM
Job Schedule	Full time
Locations	 East Jerusalem, Palestine, State of
Agency	UNOCHA
Grade	G6
Vacancy Type	Temporary
Practice Area	UN Coordination
Bureau	Regional Bureau for Arab States
Contract Duration	6 months
Education & Work Experience	High School certificate - 6 year(s) experience
Other Criteria	Bachelor's Degree - 3 year(s) experience is desirable but not a requirement
Required Languages	Fluency in English and Arabic (both oral and written) is required
Desired Languages	Knowledge of the Hebrew language is desirable
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.

UNOCHA has responsibility for interagency coordination in complex emergencies and natural disasters. In the Occupied Palestinian Territory (OPT), the OCHA office is responsible for (a) sharing information and analysis on the humanitarian situation (b) leading on coordinated needs analysis, humanitarian planning, and response monitoring, including the identification of humanitarian priorities and needs, and (c) coordinating humanitarian community advocacy and communications efforts, and (c) resource mobilization.

This temporary job opening is being advertised for the position of Executive Associate in East Jerusalem, Occupied Palestinian Territory (OPT). Under the guidance and direct supervision of Head of Office, the Executive Associate to OCHA oPt ensures effective and efficient functioning of the OCHA oPt office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Executive Associate to UN OCHA works in close collaboration with Front office and Operations Team in addition to NGOs, UN Agencies and national authorities to ensure efficient flow of information, actions on instructions, agendas.

Duties and Responsibilities

Under the direct supervision of the Head of Office, the Executive Associate is responsible for:

Acts as **Personal Assistant to Head of Office**

- Arrange for appointments and maintenance of the calendar of the Head of Office and Deputy Heads of Office.
- Arrange meetings with high-ranking officials, organize and prepare background material for meetings, acting as an interpreter when required and/or taking minutes.
- Preparation of correspondence, directives, comments on behalf of OCHA oPt for the Head of Office's signature and making follow-up when required.

- Liaise with Administration on Heads of office's travel plans and prepare the security clearance requests.
- Coordination and liaison between Head of Office, Deputy Heads of Office and Heads of Units.
- Perform any other duties as may be required.

Ensures **effective and efficient functioning of the OCHA oPt office** focusing on achievement of the following results:

- Maintenance of protocol procedures.
- Preparation of high-quality briefing materials for HoO and DHoOs for appointments, meetings, missions.
- Assemble and maintain strategic coordination data and minute taking for the Head of Office, Deputy Heads of Office and OCHA oPt meetings.
- Preparation of informal translations.
- Management of OCHA oPt missions and representation schedule.
- Maintenance of rosters of high-level partners, update names, addresses and telephone numbers of UN agencies, NGO's, ministers, government officials and members of the diplomatic corps.
- Use of automated office management systems for effective functioning of the OCHA oPt office.
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to OCHA oPt.

Ensures provision of **effective communications support to the office** focusing on achievement of the following results:

- Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
- Coordination of the information flow in the office, ensuring a smooth flow of relevant information between units, between the main OCHA office and the sub offices as well as with the main constituencies (INGOs, NNGOs, UN, donors, HNCT). Provide necessary information and file it accordingly.
- Facilitation and organization of information sharing between the Humanitarian Country Team and OCHA.
- Preparation for donor briefings send invitations and follow up in a timely manner.

Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Sound contributions to knowledge networks and communities of practice.
- Organization of specialized training for secretaries.
- Organization of training to UN staff on coordination, administration and protocol issues.

Other tasks that may be required.

Competencies

- **Professionalism:** Knowledge and understanding of humanitarian, emergency relief assistance and related human

rights 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, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). 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. Able to analyze and interpret data in support of decision-making and convey resulting information to management.

- **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.
- **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.

Required Skills and Experience

Education:

- High School Diploma with specialized secretarial training. *OR*
- First University Degree in Business Administration, Public Administration or any other related field is desirable but not a requirement.

Experience:

- 6 years of progressively responsible administrative or programme experience is required at the national or international level with High School Diploma. *OR*
- 3 years of progressively responsible administrative or programme experience is required at the national or international level with First University Degree.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling web-

based management systems. Experience with the United Nations is an asset.

Language:

- Fluency in English and Arabic (both oral and written) is required.
- Knowledge of the Hebrew language is desirable.

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.

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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