

Administrative and Human Resources Assistant

ONSITE

STATE OF PALESTINE

GENERAL INFORMATION

Host Entity:	UNOCHA
Country of Assignment:	State of Palestine
Duty station:	East Jerusalem
Volunteer type:	National
Volunteer category:	Associate UCoS from Apr2026
Duration benefits:	Long-term
Work location:	On UN premises
Work arrangement:	Full-time
Number of Assignment(s):	1
Expected Start Date:	01/07/2026
Duration:	Up to 31/12/2026
Possibility of Extension:	Yes
Sustainable Development Goal:	16. Peace, justice and strong institutions
Reserved for people with a disability:	No
DoA ID:	1784888021269700

DETAILS

ORGANISATION MISSION AND OBJECTIVES

The OCHA oPt office was established in late 2000. The office was established in response to the deteriorating humanitarian situation in the West Bank and Gaza caused by military incursions and closures - mobility restrictions imposed on the Palestinian civilians, local and international service providers.

ASSIGNMENT CONTEXT

The Office for the Coordination of Humanitarian Affairs (OCHA) 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 complex emergencies, response thereto and the need for international assistance

TASK DESCRIPTION

Human Recourses :

- Assists in general human resources activities to include initiation, processing, review, monitoring and following-up on actions related to the administration of the unit's human resource activities. This includes support in the recruitment of national staff, support in job classification reviews, separation of staff members, etc., ensuring consistency in the application of UN rules and procedures.
- Supports the recruitment processes for the OCHA oPt office by assisting in the preparation of vacancy announcements, reviewing of applications, and providing a short list to hiring managers.
- Attends interviews, acts as HR representative and drafts interviews reports.
- Assist in the facilitation of recruitment verifications of the selected candidates by initiating and following up on reference checks and academic verifications, ensuring completion of pre-recruitment formalities.
- Assists in planning, organizing, and administering written assessments related to recruitment of general service and other

categories of staff.

- Assists in Sending out rejection/regret letters and other HR Actions.
 - Maintains and reviews organizational staffing tables.
 - Supports in the onboarding processes and in the separation process, to include conducting exit interviews for separating staff and assists in final arrangements.
 - Maintains HR related automated systems and applications including automated databases containing HR related statistics and prepares periodic reports.
 - Maintain digital recruitment files, track recruitment progress, and update trackers as required.
- General Administration:

- Assists in recording and maintaining of Petty Cash or Imprest account records or receipts.
- Assists in monitoring and preparing calculations related to cost sharing arrangements and cost recovery with other UN Agencies.
- Perform other Administration related tasks as requested.

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national, legal resident or hold refugee status in the country of assignment.
Required experience:	1 month(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

2 year(s)

SKILLS AND EXPERIENCE

- Up to 2 years of relevant experience in Human resources functions.

- Other desired/mandatory required technical knowledge;
- Experience in general administration is required
- Experience in data collection, analysis, reporting and presentation using Office 365 suite mainly excel and PowerPoint is required.
- Proficiency in Microsoft Excel, or other reporting tools is required
- Strong analytical and problem-solving skills is desirable.
- Proven ability to design and improve tracking systems.
- Strong organizational and time management skills.
- Excellent communication and reporting abilities.
- Ability to work independently and collaboratively.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN system.

REQUIRED EDUCATION LEVEL

Bachelor's degree in Administration, HR , General Services

LANGUAGE

Language	Proficiency	Required
Arabic	Fluent	No
English	Fluent	Yes

COMPETENCIES AND VALUES

- Accountability
- Adaptability and flexibility
- Creativity
- Planning and organising

- Professionalism
- Self-management

OTHER INFORMATION

Volunteerism is understood as a wide range of activities undertaken of free will, for the general public good, for which monetary reward is not the principal motivating factor.

LIVING CONDITIONS AND OTHER REMARKS

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. This position is based in Jerusalem . National UN Volunteers are part of the malicious insurance plan. National UN Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions . monthly VLA 5400ILS paid monthly

<https://www.unv.org/>

INCLUSIVITY STATEMENT

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