

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

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**VACANCY ANNOUNCEMENT # 2023-002**  
**Humanitarian Affairs Associate (*National Position*)**  
**Level (ICS-6)**  
**Gaza/OCHA oPt**

**Contract:** Fixed Term Appointment, ICS-6  
**Duty Station:** Gaza  
**Duration:** 1 year with possibility of extension  
**Starting Date:** As soon as possible

The office in the occupied Palestinian territory has responsibility to coordinate humanitarian action in Gaza and the West Bank in order to expand its reach, improve prioritization, reduce duplication and ensure that aid and protection is available for those in need. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) to mobilize and engage a range of financing instruments to ensure that humanitarian needs are met and financing mechanisms are complementary; (b) to develop humanitarian policy; (c) to advocate and raise awareness about humanitarian crises and promote respect for international humanitarian law; (d) and to provide information management services to the humanitarian community.

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 Humanitarian Affairs Associate, will contribute and support the work of the Gaza based Inter Cluster Working Group (ICCG) and OCHA's coordination functions, ensure continued monitoring of HR violations/protection issues, and support related advocacy initiatives.

The position of the Humanitarian Affairs Associate will work in close collaboration with various units in the OCHA oPt office, various UN agencies, NGOs, authorities, local communities, ... etc.

The Humanitarian Affairs Associate will work under the guidance of the Head of the Gaza Sub-Office (HoSO) and direct supervision of the Humanitarian Affairs Analyst. The incumbent will be responsible, as requested, for the following duties:

- 1. Monitor, assess, report and conduct analysis of protection issues and specific issues in the Gaza strip**
- 2. Support the monitoring and assessment of humanitarian developments.**
- 3. Support field and humanitarian coordination.**
- 4. Supports OCHA's advocacy role in the oPt.**

1. **Monitor, assess, report and conduct analysis of protection issues and specific issues in the Gaza strip:**
  - Assist to conduct periodic information analysis in relation to the regular monitoring and coordination of the humanitarian situation and assistance in the Gaza strip.
  - Draft and prepare regular situation and analytical reports highlighting social, political, economic and other relevant factors affecting the overall humanitarian situation.
  - Monitor humanitarian assistance progress and conduct assessments of needs when required.
  - Monitor all local sources of protection related information including media, agency reports and through regular contact with governmental and civilian institutions and key informants.
  - Triangulate and verify information including prioritizing and undertaking field trips, meeting with the affected population and representatives of the local communities/authorities.
  - Assist in the timely writing/ drafting of the bi-weekly Protection of Civilian report.
  - Assist in analyzing trends, identify emerging areas of concern and ensure that necessary actions are taken.
  - Submit protection issues to be raised with relevant actors to the HoSO as necessary.
2. **Support the monitoring and assessment of humanitarian developments:**
  - Assist the HoSO in the development of trend analyses of political, social, economic and security developments in the Gaza strip and provide recommendations on humanitarian action.
  - Monitor closures and restrictions imposed on the Palestinian population in the Gaza strip.
  - Support the HoSO in the mapping of access restrictions and its impact on Palestinians.
  - Participate in regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis.
  - Support joint assessments with other UN agencies and local and international NGOs when needed or requested.
3. **Support field and humanitarian coordination:**
  - Provide support in drafting of periodic reports and information analysis about the humanitarian situation and coordination of humanitarian response.
  - Carry out field work, including assessments and fact-finding field trips, on a daily basis as required as well as guide delegations on field tours.
  - Meet and maintain contact with various local community groups, including governorate and municipal offices as requested.
  - Support the HoSO in convening coordination meetings to identify humanitarian issues and seek response mechanisms jointly with other stakeholders. Prepare invitations, coordinate logistics, and write minutes.
  - Provide assistance and initiative to liaise with international humanitarian actors, including UN agencies and NGOs in order to monitor humanitarian projects implemented in the Gaza strip.
  - Support the HoSO in the development of substantive linkages between emergency assistance (a) preparedness/prevention aspects, (b) rehabilitation and recovery projects through the various coordination bodies, humanitarian sector/cluster working groups and the Inter Cluster Working Group (ICCG).
  - Participate to preparedness work by supporting Inter Agency Contingency Plan (IACP) updates, assisting in simulations and drills, attending meetings and participating to initiatives related to preparedness.

- Liaise with the local authorities and other actors on behalf of the HoSO when requested and as required.
- Monitor and report on movement and access restrictions experienced by the humanitarian organizations or critical service providers.
- Support the preparation of regular situation/update reports and produce trend analysis on key protection of civilians' indicators and their humanitarian impact.
- Assist the HoSO with interpretation and translation work when required.

#### **4. Supports OCHA's advocacy role in the oPt:**

- Support the HoSO to conduct field briefings for officials, diplomats, decision makers and visiting delegations in order to maintain awareness of current humanitarian affairs and related issues in the Gaza strip as requested.
- Support the HoSO in providing inputs for the production of daily points, weekly, monthly and ad hoc situation reports (i.e. humanitarian bulletin, humanitarian updates, fact sheets, presentations, etc...).
- Assist the HoSO in disseminating, at the local level, UN and OCHA reports and provide support to local launches of information products.

#### **Expected Demonstration of Competencies:**

##### **Achieve Results:**

Plans and monitors own work, pays attention to details, delivers quality work by the deadline.

##### **Think Innovatively:**

Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements.

##### **Learn Continuously:**

Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.

##### **Adapt with Agility:**

Adapts to change, constructively handles ambiguity/uncertainty, is flexible.

##### **Act with Determination:**

Shows drive and motivation, able to deliver calmly in face of adversity, confident.

##### **Engage and Partner:**

Demonstrates compassion/understanding towards others, forms positive relationships.

##### **Enable Diversity and Inclusion:**

Appreciate/respect differences, be aware of unconscious bias, confront discrimination.

#### **Functional Competencies:**

- Knowledge Generation:** - Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- Knowledge Facilitation:** Ability to animate individuals and communities of contributors to participate and share, particularly externally.
- Monitoring:** Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results.
- Customer Satisfaction/Client Management:** Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.

- e) Communication – Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience.
- f) Digital Awareness and Literacy: Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed.
- g) Working with Evidence and Data: Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making.

### **Education:**

A High School degree certified by the Ministry of Education is required.

A first-level University degree in Economics, Social Sciences, International Relations, Political Sciences or related field is desirable

### **Experience:**

(6) Six years of progressively responsible experience at the national or international levels in humanitarian affairs, emergency preparedness, crises/emergency relief management, human rights or other related areas is required.

OR

(3) Three years of the above qualifying experience with a Bachelor's Degree.

- Experience in research and report writing is required;
- Experience in the field and knowledge of the agency's work is required;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems is required;
- Computer literacy is required.
- Experience in GIS is an advantage.
- Experience in remote sensing is an advantage;
- Experience with UN or International organization is an advantage;
- Knowledge of UN Rules and Regulations is an advantage;

### **Language requirements:**

Fluency in English and Arabic language both spoken and written is required

### **How to apply:**

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

**The United Nations does not charge fees at any stage of the recruitment process.**

**The United Nations does not concern itself with information related to bank accounts.**

**CLOSING DATE FOR APPLICATIONS: 24 February 2023**

Applications received after this date will not be considered.

**Women are encouraged to apply**