

Posting Title: Temporary Appointment  
Humanitarian Affairs Associate, Access Level ICS-7

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Gaza

Posting Period: 08 November 2024 – 21 November 2024

Job Opening number: 2024-032

Duration: six months with possibility of extension

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

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 on the impact of natural disasters, response there too and the need for international assistance.

This position job opening is being advertised for the position of Humanitarian Affairs Associate, Access in Gaza, occupied Palestinian territory (oPt). Under the overall supervision of the Head of Access Unit.

**Responsibilities:** Within delegated authority, the Humanitarian Affairs Associate, Access will be responsible for the following duties:

1. Supports in **monitoring, analyzing, and reporting on humanitarian developments, with a focus on humanitarian access, operational response, and constraints.**

- Support organizing and preparing studies on humanitarian, emergency relief, and related issues and consolidate inputs from field offices.
- Assists in the implementation of the humanitarian notification system as well as production of humanitarian access products related to the Access Monitoring & Reporting Framework.
- Provides support to technical assistance and other field missions, e.g. inter-agency missions.
- Contributes to the preparation of various written reports, documents, and communications for the field coordination and access units.
- Appropriate monitoring and reporting mechanisms; provides information and advice on issues related to the Access Monitoring & Reporting Framework.
- Participates in work groups, meetings, conferences, and consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Assist in engagement with relevant actors on humanitarian access and field operations issues, including advocacy and negotiations with all relevant actors (e.g. government, communities, etc.).
- Assist capacity-building activities for national NGOs.

- Maintains a network of local contacts among key stakeholders, including non-government authorities and the humanitarian community.
- Establishes and maintains contacts with humanitarian actors, including local NGOs UN agencies, nongovernmental organizations, and OCHA hubs.
- Perform other duties as required.

2. Supports in **monitoring, assessing, reporting, and conducting analysis of protection issues and specific issues as identified in the Gaza Strip**

- Assist in conducting periodic information analysis concerning 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, and 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 are taken.
- Submit protection issues to be raised with relevant actors to the HoSO as necessary.

1. Support 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 their 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.

## 2. Support field and humanitarian coordination.

- Provide support in drafting periodic reports and information analysis about the humanitarian situation and coordination of humanitarian response.
- Carry out fieldwork, including assessments and fact-finding field trips, daily 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 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 in preparedness work by supporting Inter-Agency Contingency Plan (IACP) updates, assisting in simulations and drills, attending meetings, and participating in 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 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.
3. Supports OCHA's advocacy role in the oPt.
- Support the HoSO to conduct field briefings for officials, diplomats, decision-makers, and visiting delegations to maintain awareness of current humanitarian affairs and related issues in the Gaza Strip as requested.
  - Support the HoSO in providing inputs to produce 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.
4. Supports OCHA in the strategic planning of the national office.
- When requested, support/assist in the preparation of the contingency planning, including the development of scenarios with input from humanitarian actors in the field.
  - Participate in the periodic planning process of the OCHA office when needed.
  - Support the identification of emergency humanitarian needs and types of assistance and responses required.

Any other duties may be requested by the Head of the Sub Office in Gaza.

### **Competencies:**

**PROFESSIONALISM:** Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to

analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. 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.

- **PLANNING & ORGANIZING:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust 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.

- **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

**Qualifications:**

## **Education**

- Secondary education is required.
- Bachelor's degree in, Economics, Law, Political or Social Sciences, International Studies, or a related field will be given due consideration, but it is not a requirement.

## **Job Specific Qualifications**

### **Experience:**

- Minimum 7 years (with Secondary education) or 4 years (with a bachelor's degree) of relevant experience in humanitarian affairs (Humanitarian Access, Security, or Protection) or a related field is required.
- Familiarity and good knowledge of social, political, and economic conditions in the region are desirable.
- Proven abilities in data collection, compilation, analysis, and reporting with the ability to write clearly and concisely and effective oral communication is desirable.
- Proven skills in facilitating meetings and reporting are desirable.
- Proven skills and experience in dealing with interactive online dashboards and compilation of humanitarian access analysis is desirable.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Experience in handling web-based management systems.
- Working experience with the UN, international organizations, and/or a non-governmental organization is desirable.

### **Language:**

Fluency in English and Arabic (both oral and written) is required.

### **Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice: This temporary position is currently available for six months, with the possibility of extension subject to satisfactory performance and availability of funds. The contract will be administered by the United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in Gaza, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

## **United Nations Considerations**



According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

### **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.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

### **CLOSING DATE FOR APPLICATIONS 21 November 2024**

**Applications received after this date will not be considered.**

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.