

Posting Title:	Temporary Appointment
	Security and Access Associate, GS-7
Job Code Title:	HUMANITARIAN AFFAIRS
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	Gaza
Posting Period:	12 September 2025 – 18 September 2025
Job Opening number:	2025-007
Duration:	Until 31 December 2025

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

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

Responsibilities

Within delegated authority, the Security and Access Associate 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.
- Assist 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 actions are taken.
- Submit protection issues to be raised with relevant actors to the CMCoord/Access team as necessary.

1. **Support monitoring and assessment of humanitarian developments.**

- Assist the CMCoord/Access team 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 CMCoord/Access team 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 CMCoord/Access team 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 CMCoord/Access team 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 CMCoord/Access team 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 CMCoord/Access team with interpretation and translation work when required.

3. Supports OCHA's advocacy role in the oPt.

- Support the CMCoord/Access team 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 CMCoord/Access team 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 CMCoord/Access team 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.

5. Supports OCHA security Information Management and Analysis

- Collects, verifies, and updates information related to the security situation in Gaza.
- Liaises with UNDSS and relevant local security counterparts to maintain up-to-date knowledge of the context and emerging risks.
- Prepares internal OCHA security updates and briefings to inform operational planning and field movements.
- Supports OCHA's contribution to the Area Security Management Team (ASMT) and other inter-agency security coordination mechanisms.

8. Supports OCHA's Security Risk Management (SRM) and compliance

- Assists in monitoring the implementation of SRM measures relevant to OCHA personnel, offices, and movements.
- Drafts security risk assessments, movement planning, and site evaluations for OCHA offices and activities.

9. Supports OCHA's security planning and preparedness

- Supports the maintenance and regular updating of OCHA's internal security preparedness measures, including staff contact lists, movement tracking, and emergency procedures.
- Contributes to the implementation of the United Nations Security Plan and OCHA's internal SOPs related to safety and crisis response.
- May serve as Convoy Commander for inter-agency or OCHA-led field movements, ensuring compliance with coordination protocols and security procedures.

10. Incident Reporting and Response affecting OCHA

- Assists in documenting and reporting security incidents involving OCHA personnel, premises, or assets.
- Supports the development of Security Incident Reports (SIRs), Security Assessments, and internal after-action reviews.
- Participates in post-incident follow-up with relevant parties, including UNDSS, local authorities, and humanitarian actors as needed.

○ Briefings and Capacity Support

- Support CMCoord/Access team with security briefings for newly arrived OCHA staff, consultants, and visitors.
 - Provides ongoing reminders and updates on security procedures to OCHA personnel.
 - Assists in organizing internal drills or simulations related to fire safety, shelter-in-place, or evacuation.
- **Administrative and Liaison Tasks**
- Maintains updated records and files related to OCHA's security arrangements, including warden systems and mission tracking sheets.
 - Coordinates closely with UNDSS and DSS-designated Security Officers on field movement protocols and threat analysis and update OCHA team accordingly.
 - Maintains contact with contracted security providers for OCHA premises, where applicable.
 - Any other duties may be requested by the Head of the Sub Office in Gaza.

Competencies

- **PROFESSIONALISM:** Knowledge of a range of humanitarian assistance and related human rights issues. 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. Able to perform analysis, modeling, and interpretation of data in support of decision-making. 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:** 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. Or
- 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.) is desirable
- Experience in handling web-based management systems is desirable.
- 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 position is funded through 31 December 2025 and may be subject to extension. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. Applications are pre-screened by the system according to the published requirements of the job opening based on the information provided in the application. Concerning the requirements of the job opening, applicants must provide complete and accurate information on their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be

amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

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. Applicants are urged to carefully follow all instructions available in the online recruitment platform. 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 legislation 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 according to the instructions provided on the online application platform 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 OCHA OPT 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 18 September 2025

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.