

Posting Title:	Temporary Appointment
	Humanitarian Affairs Associate, Access/ GS-7
Job Code Title:	HUMANITARIAN AFFAIRS
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	East Jerusalem
Posting Period:	02 October 2025 – 8 October 2025
Job Opening number:	2025-010
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 position job opening is being advertised for the position of Humanitarian Affairs Associate, Access in East Jerusalem, occupied Palestinian territory (oPt). Under the overall supervision of the Head of Access and Civil-Military Coordination Unit.

Responsibilities

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

- Monitors, analyses, and reports on humanitarian developments, with a focus on humanitarian access, operational response, and constraints.
- Assist in the day-to-day implementation of the Humanitarian Notification System as required.
- Engages with military and civilian counterparts on humanitarian access matters.
- Contributes to the preparation of various written reports, documents, and communications for the Access and Civil-Military Coordination Unit.
- Leads the maintenance of the Access Monitoring & Reporting Framework tools and processes.
- Supports humanitarian partners to participate in humanitarian access monitoring and reporting mechanisms including the Access Monitoring & Reporting Framework.
- Provides analysis on humanitarian access trends and prepares presentations tailored for different audiences including humanitarian actors and donors.
- 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 on humanitarian access and civil-military coordination related matters.
- Establishes and maintains contacts with humanitarian actors, including local and international NGOs and UN agencies.
- Perform other duties as required.

Competency

• **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.
- 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, Civil-military coordination, Security, or Protection) or a related field is required.
- Proven skills in communicating technical matters to diverse audiences is desirable
- Proven experience of working as part of a team is 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 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 required
- 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. Knowledge of Hebrew is desirable.

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 8 October 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.