

Posting Title: Temporary Appointment
Humanitarian Affairs Associate, GS-6

Job Code Title: COORDINATION

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Gaza

Posting Period: 23 June 2026 – 30 June 2026

Job Opening number: 2026-004

Duration: Until 31 December 2026

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

Org. Setting and Reporting

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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) in the occupied Palestinian territory 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 Humanitarian Affairs Associate in Gaza, occupied Palestinian territory (oPt). Under the overall supervision of the Head of Sub Office (HOSO) in

Gaza, the incumbent reports to the Humanitarian Affairs Officer-Coordination Team Lead. The incumbent will be responsible for the following duties:

Responsibilities

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

1. In consultation with a senior Humanitarian Affairs Officer, supports in the design and preparation of studies on humanitarian, disaster, emergency relief and related issues and in various follow-up activities.
- Support in researching, analyzing and presenting information gathered from diverse sources on assigned topics/issues.
 - Contributes to the preparation of various written documents, e.g. drafts, sections of studies, background papers, policy guidelines, parliamentary documents etc.
 - Supports in the maintenance of reference/resource information on specific topics or policy-related issues; responds to various inquiries and information requests internally and externally.
 - Assists in the production of appeals for international assistance; ensures the proper use and spending of donor contributions channeled through OCHA.
 - Assists in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serves as reporter to such events.
 - Assists in maintaining awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned.
 - Supports in technical assistance, disaster assessment or other missions.
 - Support in project/programme formulation and mobilization of relevant resources.
 - Supports in the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
 - Performs other duties as required.

Competencies

PROFESSIONALISM: Knowledge and understanding of humanitarian, emergency relief assistance, and related humanitarian issues. Ability to identify issues, analyze, and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, work under pressure, and on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

PLANNING and ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts 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.

Qualifications:

Education

A High School diploma/ Secondary education certified by the Ministry of Education is required. Or Bachelor's degree in Administration, Economics, 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 of (6) Six years (with Secondary education) or 3 years (with a bachelor's degree) of relevant experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, or other related areas is required.
- Humanitarian experience in the field (actual setting where a mission or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.
- Experience in research and report writing is required.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Experience in GIS/remote sensing is desirable.
- Experience in coordination within the UN system is an asset 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 2026 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 30 June 2026

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.