

Posting Title:	Temporary Appointment
	Humanitarian Affairs Officer, NOA / Multiple Positions
Job Code Title:	COORDINATION
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	Gaza
Posting Period:	26 September 2026 – 02 October 2026
Job Opening number:	2026-005
Duration:	3 months, with possibility of extension

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.

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

This Temporary job opening is being advertised for the position of Humanitarian Affairs Analyst in Gaza, occupied Palestinian territory (oPt). Under the overall supervision of the Head of Sub Office (HOSO) in Gaza, the incumbent reports to the Gaza Coordination Leader and under the guidance of the Head of Office (HoO) and Deputy Head of Office (DHoO) the incumbent will be responsible for:

Responsibilities

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

1. Supports in Monitoring and assessing humanitarian developments in the area of reference (AOR) and their impact on the Palestinian population.

- Supports in reporting proactively on the overall humanitarian situation including needs analysis and response in the AOR on a daily/ad hoc basis.
- assists in organizing regular field assessments to gather and verify information needed to understand the impact of the humanitarian crisis. Supports and organizes joint assessments with other UN and NGOs when needed or requested. Drafts report and conduct follow-ups.
- Supports on monitoring the -population movement and overall displacement trends in addition to mapping issues related to humanitarian access, the, and other factors that impact the humanitarian condition of affected population in Gaza.
- Supports initiating and sustaining regular contact and liaison with stakeholders involved in the humanitarian sector within the AOR to share information and maintain regular engagement.

2. Contribute to field coordination and humanitarian action.

- Support on preparing and, when required, provide the required support on coordination meetings with the aim if identifying humanitarian issues and support coordinated response.
- Supports liaison with various Palestinian authorities, on behalf of OCHA Gaza, as requested by the Coordination Team Leader in Gaza and Head of Sub Office.
- Supports monitoring and reporting on access restrictions experienced by humanitarian organizations or critical service providers.
- Supports the Gaza Coordination Team Leader, under the guidance of the Gaza Head of Sub Office in coordinating response and interventions to respond to a gap in existing aid programs or a new emergency.
- Participate in regular sub-national clusters meetings and participate in field visits and meetings with the affected population and representatives of the local communities/authorities.

3. Contribute to OCHA advocacy role in the oPt.

- supports in facilitating field briefings for officials and UN senior visiting delegations. Maintains awareness of current humanitarian situation and related issues in the AOR.
- Supports the provision of regular inputs to the HoSO and OCHA units at the Gaza and country level, as requested, to produce weekly, monthly, and ad hoc situation update
- Support regular sharing of relevant information with the Information Management Unit to support the consistency and accuracy of their mapping.

- Supports the dissemination at the local level of UN and OCHA reports and provide support to local launches of information products.
- Supports advocating at the local level and in Jerusalem/Ramallah with key stakeholders (NGOs, donors, UN) for the response to emerging humanitarian gaps in the AOR.

4. Ensure OCHA in the strategic planning of the national office.

- Supports OCHA Gaza Sub-Office in the preparation of contingency planning and expected scenarios according to the emerging situations and supports the discussion with the humanitarian actors in the field.
- Supports the identification of emergency humanitarian needs and types of assistance required/support setting up meetings with different UN agencies, INGOs, and NGOs to gather information on 3Ws to respond to those needs and emergencies.

5. Provision of Administrative Functions

- Supports the UN security system in the provision and updating security information from the field to the UN operation room. Responds to inquiries about security incidents from DSS and act as security Zone warden.
- Any other duties may be requested by the Head of Gaza Sub Office.

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.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Qualifications:**Education**

An advanced university degree (master's degree or equivalent) in Political Science, Social Science, International Studies, Public Administration, Economics, or a related field is required. Or

Or A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications**Experience:**

- Up to 2 years (with master's degree) or minimum of two (2) years (with bachelor's degree) of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, human rights, or other related areas is required.
- Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is desirable.
- Experience in a humanitarian context in the UN Common System or other comparable international organization is desirable.
- Experience in supporting inter-agency humanitarian coordination, including coordination meetings, joint assessments, and liaison with UN agencies, NGOs, local authorities, or affected communities, is desirable.
- Experience in Humanitarian Access in Gaza and engagement with relevant authorities 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 funded for three months 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 02 October 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.