Posting Title:	Temporary Appointment
	ADMINISTRATION
Job Code Title:	Administrative Clerk
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	East Jerusalem
Posting Period:	19 November 2026 – 3 December 2026
Job Opening number:	2026-007
Duration:	364 days

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 Administrative Clerk in East Jerusalem, occupied Palestinian territory (oPt). The incumbent reports to the Head of the Administration Unit.

The Administrative Clerk works in close collaboration with the Administration and Finance Unit, Field Coordination Units, Information Management Unit, Research and Analysis Unit and Humanitarian Financing Unit within the OCHA oPt Office, other UN Agencies staff and OCHA HQ to ensure consistent service delivery.

Responsibilities

Under the overall guidance of the Head of Administration, the Administrative Clerk will be responsible for the following duties:

Human Resources Responsibilities:

- Supports recruitment processes by supporting the preparation of vacancy announcements, screening applications, and compiling preliminary shortlists.
- Support in the filling of posts for all categories, including providing the needed support on initiating and following up on reference checks and academic verifications, ensuring the completion of the pre-recruitment formalities as well as supporting administrative and logistical support for recruitment assessments.
- Supports in serving as an HR representative on interview panels and prepares interview reports for the Head of Administration's review.
- Support on the coordination of the reporting date of selected candidates by liaising with relevant hiring managers and selected candidates.
- Supports the maintenance of all recruitment files, tracks milestones, and follows up with hiring managers, and relevant counterparts.
- Support in preparing and issuance of candidate rejection and regret notifications.
- Maintains and updates the OCHA oPt recruitment roster, and trackers.
- Supports on the preparation in the classification requests and supporting documentation.
- Supports on the initiation of the logistics task list for arrival of selected candidates by liaising with internal focal points and ensuring all relevant equipment and tasks are finalized before the start date of the selected candidate.
- Support on the timely initiation and follow up of the final clearance process for staff separating from service.

Administrative support

- Handles a wide range of administrative duties/processes, such as performing Enterprise Resources Planning (ERP) roles related to leave and attendance records, timesheets and creation of Inspira accounts.
- Establishes/improves administrative procedures and systems to ensure the smooth functioning of the department, including filing (paper and electronic) systems.

- Arranges and supports Visa, MOFA cards, permits, and UN card issuance through the UNDP office.
- Maintain and update the OCHA oPt staffing table, contact list, tracker, and related administration lists.
- Tracks and maintains office supplies, including monitoring inventory levels and coordinating replenishment as needed.
- Create personnel files for newly hired staff, both hard files and electronically.
- Files and archives HR records in accordance with established standard operating procedures (SOPs).
- Support the tracking of expiry dates of staff/ non staff contracts.
- Updates relevant staff mailing lists as required.
- Draft letters, translate text, and prepare employment certificates and UNDP requests.
- Perform other duties as required.

Financial Responsibilities:

- Supports the verification and tracking of fast-lane and Road No. 6 invoices, ensuring compliance and timely follow-up.
- Supports the accurate and compliant preparation of monthly VAT reimbursement reports and timely follow-up on outstanding actions.
- Supports the preparation and processing of cost-recovery invoices in compliance with applicable financial rules and procedures.
- Assist with reviewing, translating, and organizing petty cash and Imprest Account receipts, invoices, and related supporting documentation to facilitate financial processing and record-keeping

COMPETENCIES

PROFESSIONALISM: 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 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 business or public administration, finance, accounting, or law will be given consideration, but it is not a requirement.

Job Specific Qualifications

Experience:

- Minimum of 4 years (with high school diploma) or 2 years (with bachelor's degree) of relevant experience in Administration, Human Resources, Management, or related area is required.
- At least two (2) years of experience in the application of rules and regulations within the United Nations Common System or similar international organization is required.
- Experience maintaining administrative records, files, trackers, and electronic filing systems in accordance with established procedures is desirable.
- Experience coordinating administrative services, including visas, permits, UNDP cards, and liaison with UN agencies or relevant authorities, is desirable.
- Experience drafting official correspondence, preparing requests, and translating routine administrative documents is desirable.
- Experience preparing, reviewing, or tracking invoices, VAT reimbursement reports, petty cash documentation, or other financial records in accordance with established procedures is desirable.
- Experience in ECC modules of an ERP system, such as SAP, is desirable.
- Experience supporting basic financial and administrative processes is desired.

Language:

English and French are the working languages of the UN Secretariat. Fluency in English and Arabic is required. *Fluency equals a rating of "fluent" in all four areas (speak, read, write and understand). Knowledge of equals a rating of "confident" or "fluent" in at least two of the four areas.*

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 364 days.

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 3 December 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.