



## Humanitarian Access Assistant

ONSITE

STATE OF PALESTINE

### GENERAL INFORMATION

<b>Host Entity:</b>	UNOCHA
<b>Country of Assignment:</b>	State of Palestine
<b>Duty station:</b>	East Jerusalem
<b>Volunteer Category:</b>	National UN Volunteer Specialist
<b>Number of Assignment(s):</b>	1
<b>Expected Start Date:</b>	15/09/2024
<b>Duration:</b>	Up to 31/12/2024
<b>Possibility of Extension:</b>	Yes
<b>Sustainable Development Goal:</b>	16. Peace, justice and strong institutions
<b>Reserved for people with a disability:</b>	No
<b>Assignment ID:</b>	1764993222351104

### DETAILS

#### ORGANISATION MISSION AND OBJECTIVES

---

The OCHA oPt office was established in late 2000. The office was established in response to the deteriorating humanitarian situation in the West Bank and Gaza caused by military incursions and closures - mobility restrictions imposed on the Palestinian civilians, local and international service providers.

#### ASSIGNMENT CONTEXT

---

The Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a 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 complex emergencies, response thereto and the need for international assistance.

## TASK DESCRIPTION

---

Under the direct supervision of Head of Humanitarian Access and Civil Military Coordination Unit , the UN volunteer will perform the following tasks:

- Support the classification and cleaning of access incident data weekly while also participating in monthly access analysis meetings.
- Support the monitoring, analysis, and reporting on humanitarian developments, with a focus on humanitarian access, operational response, and constraints.
- Assist in the implementation of the humanitarian notification system as well as production of humanitarian access products related to the Access Monitoring & Reporting Framework.
- Support the engagement with relevant actors to support the day-to-day running of humanitarian movements within the framework of the Humanitarian Notification System (HNS).
- Support the processing of movement notifications through the Humanitarian Notification System (HNS) platform and ensure follow-up with relevant actors as appropriate.
- Provide support to technical assistance and other field missions, e.g. inter-agency missions.
- Support the preparation for meetings, conferences, and consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Support the establishment and maintain contacts with humanitarian actors, including local NGOs UN agencies, nongovernmental organizations, and OCHA hubs.
- Support on organizing and participating in field missions.
- Perform other duties as required.

## ELIGIBILITY CRITERIA

<b>Age:</b>	18-80
<b>Nationality:</b>	Candidate must be a national or legal resident of the country of assignment.
<b>Required education level:</b>	Bachelor degree or equivalent
<b>Area(s) of specialisation:</b>	Economics, Law, Political or Social Sciences, International Studies, or a related field.

## REQUIREMENTS

### REQUIRED EXPERIENCE

---

3 year(s) of experience in humanitarian affairs (Humanitarian Affairs, Access, Security, or Protection) or a related field is required.

- Excellent oral and written skills including drafting, formulation, reporting skills;
- Experience in data collection, analysis, and presentation using Office 365 suite mainly Excel and PowerPoint.
- Accuracy and professionalism in document production and editing;

- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including authorities at different levels;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and internet; familiarity with database management; interactive online dashboards and office technology equipment.
- Self-motivated, proactive, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN system.

## LANGUAGE

---

Language	Proficiency	Required
Arabic	Mother tongue	Yes
English	Fluent	Yes

## COMPETENCIES AND VALUES

---

- Adaptability and flexibility
- Planning and organising
- Professionalism

## OTHER INFORMATION

### LIVING CONDITIONS AND OTHER REMARKS

---

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. A 12-month contract with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance. A Volunteer Living Allowance (VLA) of ILS 6024.33 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as Exit allowance for satisfactory service. You can check full entitlements at the duty station at <https://app.unv.org/calculator>. The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos>.  
<https://www.unv.org/>

**Interested in this Assignment?**

**APPLY NOW**



*We are*  
inspiration  
in action