

Posting Title: Temporary Appointment  
Administrative Associate, Level ICS-7

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Gaza

Posting Period: 27 August 2024 – 02 September 2024

Job Opening number: 2024-024

Duration: six months with possibility of extension

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

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### **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.

Under the guidance of the Head of Gaza Office and the direct supervision of the Head of Administration, the Administrative Associate provides administrative, security and facility management services ensuring high quality, accuracy and consistency of work. The Administrative Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

**Responsibilities:** Within delegated authority, the Administrative Associate will carry out the following duties:

- Full compliance of administrative processes and procedures with UNDP and UNOCHA rules, regulations, policies and strategies.
- Full compliance of administrative procedures of UN/Secretariat rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Administration in consultation with the direct supervisor and office management.
- Coordinates maintenance services of installations, systems and equipment throughout the OCHA offices and Guest Houses in Gaza.
- Plans maintenance and alternation needs, analysis of functional/special needs and recommendations on alternative solutions.
- Reviews contractors' invoices and assists with cost recovery as required.
- Supports in arranging low value acquisition for the Gaza office and supports in carrying out technical evaluation of offers as needed.

Guids in developing standards for existing and future facilities and guidelines for the on-going management of OCHA offices and Guest Houses.

- Liaises with Safety and Security for safety inspections of premises; reports and investigates accidents and recommends correction of safety or fire hazards.
- Supports in identifying common issues and best practices, making strategic recommendations and developing a plan to achieve objectives and increase efficiency.
- Property Management in line with IPSAS 17 implementation.
- Ensures that physical verification of OCHA's equipment and assets are done on yearly basis.
- Ensures that equipment and assets are updated for recording in UMOJA inventory system.
- Ensures that final inventory reports for the OCHA Gaza office are prepared in a timely manner for submission to OCHA's Jerusalem Office.
- Ensures follow up on disposal of inventory and preparation of G45 forms, in liaison with OCHA's Jerusalem office on the inventory method for disposal and ensures the recommendation of the disposal method is arranged.
- Contributes to the duties related to security and safety management
- Performs other duties as required.

### **Competencies:**

**PROFESSIONALISM:** Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes

in affected country/region. Shows pride in work and in 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.

- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

#### **Qualifications:**

#### **Education**

Secondary Education is required.

University Degree in Business Administration, Public Administration, or equivalent field will be given due consideration, but it is not a requirement

## **Job Specific Qualifications**

### **Experience:**

- Minimum of 7 years (with high school diploma) or 4 years (with bachelor's degree) of relevant experience in Administration, Security Management, Facilities Management, or related area.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required.
- Experience in security, risk management or analysis, preferably in the security context or related field of work is desirable.
- Experience in conducting procurement procedures within the UN Common System or other comparable international organization is desirable.
- Experience in ECC modules of an ERP system, such as SAP, is desirable.
- Experience with the Common United System is desirable.

### **Language:**

Proficiency in both Arabic and English languages 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 currently available for the duration of six months, with the possibility of extension subject to satisfactory performance and availability of fund. The contract will be administered by United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations

Staff Rules. This position is a General Service position and will be based in Gaza, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

## **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.

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 legislations 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 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 the OCHA oPt's 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: 11 September 2024**

**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.