



## Senior Human Resources Associate – WFP – Gaza (Palestinian Territory)

Full Time @World Food Programme (WFP) posted 1 day ago in General

Post Date : May 5, 2025 Apply Before : May 18, 2025 View(s) 8

### Job Detail

<b>Experience</b> 7 Years	<b>Gender</b> Both	<b>Vacancy Number</b> JR112282
<b>Education Level</b> Bachelors Degree	<b>No of Vacancies</b> N/A	<b>Grade Level/Post Level</b> N/A
<b>Contract Duration</b> N/A	<b>Required Language</b> English	<b>Hiring For</b> WFP
<b>Age Requirement</b> 18+	<b>Recruitment Type</b> N/A	<b>Required Field of Study</b> N/A
<b>Post Number</b> N/A		

### Job Description

#### DEADLINE FOR APPLICATIONS

18 May 2025-23:59-GMT+02:00 Israel Time (Jerusalem)

*WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.*

#### ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

#### WHY JOIN WFP?

WFP is a 2020 Nobel Peace Prize Laureate.

WFP offers a highly inclusive, diverse, and multicultural working environment.

WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.

A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.

We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

## ABOUT AT WFP

At the **World Food Programme (WFP) Palestine**, we are dedicated to creating lasting change by providing **lifesaving food assistance and fostering resilience** in one of the world's most complex humanitarian settings. Our work ensures that no one goes hungry, even in the most challenging circumstances.

## Why Choose WFP Palestine?

### 1. Impact-Driven Humanitarian Mission

Be part of a **Nobel Peace Prize-winning** organization that leads global food security efforts.  
Directly impact **over 2 million Palestinians** by providing essential food and nutrition assistance.  
Contribute to humanitarian efforts that combine **food aid, livelihood restoration, and community resilience-building**.

### 2. Professional Growth & Development

Work in a **diverse and inclusive environment**, fostering collaboration and innovation.  
Access **continuous learning opportunities**, including training, mentorship, and leadership development.  
Gain **international exposure and career mobility** within WFP's extensive global operations.

### 3. Comprehensive Benefits & Supportive Work Culture

Enjoy a **competitive compensation package** aligned with WFP's global standards.  
Thrive in a workplace that prioritizes **well-being, safety, and mental health support**.  
Join a culture built on **integrity, inclusion, commitment, collaboration, and humanity**.

### 4. Innovation & Community Engagement

Leverage **cutting-edge technology** to improve food assistance and logistics in high-risk regions.  
Contribute to initiatives that foster **local economic recovery and self-sufficiency**.  
Play a vital role in developing **strategic access solutions** to ensure food reaches those who need it most.

**Join Us. Make a Difference.**

## THE ROLE

To co-ordinate and deliver a full range of HR support services in order to ensure accurate implementation of WFP policies and procedures and facilitate the effective functioning of a client-focused and strategy-oriented HR services.

## KEY ACCOUNTABILITIES (not all-inclusive, nor exhaustive):

1. Coordinate and provide a full range of HR management assistance and activities including follow-up actions, resolution of issues and unforeseen situations, to ensure consistency and quality of HR services delivered to clients.
2. Co-ordinate and supervise work of other HR staff, and support their learning and development, to ensure staff possess up-to-date knowledge of HR systems and procedures required to perform their duties and subsequently can contribute to the provision of effective HR services.
3. Regularly monitor, oversee and adapt existing HR procedures and collaborate with a wide range of HR stakeholders across the organization to identify, assess and meet evolving HR support needs.
4. Analyze and respond to a variety of complex internal and external queries, to ensure that clients are well-informed and that HR team activities are aligned with broader WFP objectives.
5. Analyze and interpret a variety of data on staff recruitment and selection, contractual conditions, entitlements, performance and training requirements, workforce, etc., and provide advice and recommendations to managers along with comprehensive analysis and reports for informative decision-making.
6. Support and deliver a range of HR services allocated by the professional officer in compliance with relevant policies, procedures and processes. Job Profile: Senior Human Resources Associate G7 CCOG: 2.1.06. Page 2 of 4 Last revision: 1 April 2022
7. Oversee and support the delivery of on boarding activities for new staff joining WFP, to ensure that relevant processes are followed and the conditions of terms of service are explained and understood.
8. Review and/or prepare a wide range of complex HR documentation to ensure accuracy and meeting established deadlines.

9. Monitor HR management systems to ensure accuracy of HR data and compliance with the established deadlines.
10. Oversee the maintenance of confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
11. Monitor staff deployment and handle related administrative actions including preparation of comprehensive reports, to support efficient HR service enabling WFP to respond quickly to a crisis.

## QUALIFICATIONS AND EXPERIENCE

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:** Seven or more years of progressively responsible work experience in the relative business stream with experience in general administrative work.

### Knowledge and Skills:

- Has gained extensive experience of WFP HR Services operating standards through day-to-day work.
- Has gained experience providing administrative and systems support across some activities in employment life cycle including: recruitment, interviews, training support, performance management, relocation support and policy implementation within a country office environment.

**Language:** Fluency in both oral and written communication in Arabic and English.

## WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

## REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org)

## NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

## REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).

Once your profile is completed, please apply, and submit your application.

Please make sure you upload your professional CV in the English language

Kindly note the only documents you will need to submit at this time are your CV and Cover Letter

Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time

Please contact us at [global.hrrecruitment@wfp.org](mailto:global.hrrecruitment@wfp.org) in case you face any challenges with submitting your application

Only shortlisted candidates will be notified