What is OCHA?

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is the part of the United Nations Secretariat responsible for coordinating humanitarian action to ensure crisis-affected people receive the assistance and protection they need. OCHA works to overcome the obstacles that prevent humanitarian assistance reaching these people, and it provides leadership in mobilizing assistance and resources on behalf of the humanitarian system.

You can learn more about OCHA through the website or the This is OCHA brochure.

Why OCHA?

OCHA’s strength lies in the diversity and dedication of its global workforce. A career path in OCHA provides an exciting opportunity to work across various country, regional and liaison offices around the world, and with colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people in four continents.

Alongside a competitive compensation package, OCHA staff have access to flexible working arrangements, maternity and paternity leave, health insurance, a pension plan, and learning and development opportunities.
Who are we looking for?

OCHA recruits candidates from a variety of backgrounds for a range of functions. These include humanitarian affairs, information management, public information/communications, and administration roles.

OCHA vacancies are advertised on the UN Careers Portal. Take a look at the experience, education and language requirements of the current vacancies to see if you qualify to apply.

OCHA strongly encourages applications from qualified candidates who are:

- From the global south, to support OCHA’s efforts to increase geographic diversity among its workforce.
- Fluent in French, Spanish, Arabic or Russian (in addition to English), as these language skills are in high demand for field office roles.
- Experienced in humanitarian delivery/support in the field and are interested and available to work in OCHA’s field operations, including in hardship duty stations.
- Women and in support of OCHA’s efforts to achieve gender parity at all levels.
- Willing to travel and work anywhere at a moment’s notice to contribute to OCHA’s emergency surge support as disasters unfold.
Different ways to start a career at OCHA

OCHA’s international professional workforce comprises six grades ranging from P2 (entry level) to D2 (senior management). All grades have different work experience and education requirements. For a candidate with a relevant Master’s degree, the work experience requirements at the various grades are as follows:

- P2 – minimum 2 years of work experience
- P3 – minimum 5 years
- P4 – minimum 7 years
- P5 – minimum 10 years
- D1 – minimum 15 years

For candidates who hold only a first-level/Bachelor’s degree, an additional two years of work experience may be accepted in lieu of a Master’s degree.

For more information on staff categories and required experience, visit UN Careers.

In addition to international professional vacancies, OCHA occasionally recruits candidates for consultancy positions, for internships or through the UN Online Volunteers Program, or through special entry programmes such as the Young Professionals Program (YPP), the Junior Professional Officer Program (JPO) and the United Nations Volunteers Program (UNV).
How to apply?

Register at the UN Careers Portal (Inspira) to be notified of and apply to vacancies, consultancies and internships with OCHA. You can read more about the application process here.

You can also register at UN Volunteers or UN Online Volunteers for volunteering opportunities with the UN.

Tips for applying

We receive a high volume of applications every day and to every vacancy we advertise. Follow these tips to help your applications stand out.

Before you apply:

- Explore the UN Careers portal (Inspira) and find out what types of jobs match your skills and location preferences.
- Create job alerts UN Careers (Inspira) to be notified of vacancies relevant to your profile.
- Carefully review the required experience, education and language criteria in the vacancy announcement to ensure you qualify. Unfortunately, if you do not meet the required criteria, your application will not be considered.

When filling out your application:

- Tailor your application to each vacancy you apply to.
- Be genuine and concise in your motivation letter.
- Carefully fill out all fields in your profile/application, including all relevant work experience, education qualifications and language skills. This will help us determine if you are a good fit for the role.
- More advice can be found here.