



## United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

### VACANCY

#### **Deputy Receptionist/Administrative Assistant** Based at Jerusalem, OCHA oPt

Salary: Competitive Local United Nation Contract  
Starting date: As soon as possible  
Initial length of contract: 6 months, with possible extension

The United Nations Office for the Coordination of Humanitarian Affairs in the occupied Palestinian territory (oPt) is seeking a Deputy Receptionist/Administrative Assistant, to be based in the Jerusalem office.

#### **The incumbent will be responsible for the following duties:**

1. Receive/screen all visitors to OCHA oPt Jerusalem HQ.
2. Operate central switchboard, answer telephones, transmit messages, fax machine and make appointments.
3. Maintain log of all visitors.
4. Prepare for Conferences/Meetings
5. Leave Monitor for International/National staff
6. Receive Telephone Invoices (Landline/Mobile) and ensure breakdowns/invoices to individual staff members.
7. Maintain local/international U.N. staff directories
8. Update Security Information on weekly basis.
9. Maintain internal/external Security Clearances for U.N. personnel.
10. Print required maps/booklets for public consumption.
11. Collate Presentation Folders for Conferences/Meetings.
12. Assist Facilities Supervisor to maintain mobile telephone inventory.

Education: Completion of secondary education; typing ability at the prescribed speed. Strong computer application skills.

Experience: Two years experience in clerical functions as well as logistics experience.

Languages: Written/oral fluency English/Arabic/Hebrew.

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

Candidates interested in applying for this position should provide the following:

1. U.N. Personal History Form (PI I) in English providing full details of education, present and past employment, language skills, computer skills, etc. PI I form can be found on OCHA's website below.
2. A short letter in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

Only qualified candidates should apply and only those who have been short listed will be contacted. Please e-mail your cover letter and application (PI I) to the following e-mail address: [ochaopt@un.org](mailto:ochaopt@un.org). You could also send your application by fax to: (+972) 2-582 5841

#### **CLOSING DATE FOR APPLICATIONS: 1<sup>st</sup> June 2007**

Applications received after this date will not be considered. For more information about OCHA-oPt, and to view the full job description and PI I form, please go to: [www.ochaopt.org](http://www.ochaopt.org).