



OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS
occupied Palestinian territory

Administration Associate / G6

DEADLINE FOR APPLICATIONS:	07 December 2007
DATE OF ISSUANCE:	23 November 2007
ORGANIZATIONAL UNIT:	UN Office for the coordination of Humanitarian Affairs
DUTY STATION:	Jerusalem, occupied Palestinian territory
VACANCY ANNOUNCEMENT NUMBER:	OCHAoPt2007113

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

Background:

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the occupied Palestinian territory has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and nation level coordination, both operational and policy.

Duties and Responsibilities:

Administration

- Secretarial/Administrative support to Head of Office including maintaining calendar and arranging travel documents and all correspondence.
- Facilitate the Human Resources activities to enable the running of the Jerusalem HQ and FCUs.
- Maintain Data for Personnel Records.
- Arrange Induction Packages and Personnel Documents to secure contracts.
- Assist staff members and their dependants by processing requests for visas, ID Cards and other necessary personnel-related documents in accordance with the requirements of the United Nations.
- Makes travel and hotel reservations and prepares travel orders.
- Initiate the recruitment of support staff, draft vacancy announcements for publication internally and in the local press, review applications for short-listing and interview purposes. Ensures documentation on recruitment is forwarded to Geneva HQ/UNDP in a timely manner.
- Supervise all administrative arrangements for visitors by coordinating transportation and accommodation.
- Supervise Leave Monitor ensuring that all leave, ORB, Paternity/Maternity/Home Leave are accurately monitored and sent to Geneva HQ/UNDP in a timely manner.
- Arrange meetings, both internal and external, some involving high ranking officials.
- Take minutes in the weekly staff meeting.

- Maintain schedule of meetings for OCHA office.
- Prepares correspondence as required on general administrative tasks.
- Carry out any other tasks assigned by the Head of Office.

Backup for the Finance Analyst

- Control OCHA Headquarters Jerusalem Petty Cash and liaise with the four Field Coordination Units (Gaza, Ramallah, Nablus and Hebron) to ensure their petty cash system is running smoothly.
- Prepare Payment Requests and forward them to UNDP Jerusalem for process.
- Ensure the Private Charges is timely paid by OCHA staff members.
- Process salaries for Service Contract holders.

QUALIFICATIONS

Education:

- Completion of secondary education.

Experience:

- Seven years of progressively responsible work in administration; full proficiency in office automation
- Specialized training in Business Administration is highly desirable.

Language requirements:

- Fluency in oral/written English. Arabic and Hebrew desirable.

Other skills and competencies required:

- Communication – Good communication (spoken and written) skills, including the ability to explain and prepare written documentation in a clear, concise style.
- Teamwork – Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

HOW TO APPLY

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

All applicants are requested to email the following documents to the OCHA oPt Office by using the following email address: ochaopt@un.org

Alternatively, applications can be sent by fax to : +972 (0)2 5825841

1. Cover 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.
2. Completed United Nations Personal History form (UN P11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P11 form can be found on OCHA's website: www.ochaopt.org

CLOSING DATE OF APPLICATIONS: 7 DECEMBER 2007

Applications received after this date will not be considered.

For more information about OCHA oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org