

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

VACANCY ANNOUNCEMENT # 03-10-002**Driver (*National Position*)****Level (ICS-2)****Gaza/OCHA oPt**

Contract: Fixed Term Contract, ICS-2 (GS-2)
Duty Station: Gaza
Duration: One year with possibility of extension
Starting Date: As soon as possible

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a 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 to and the need for international assistance.

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.

Under the guidance and direct supervision of the Humanitarian Affairs Officer, the Driver provides reliable and safe driving services ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver provides driving services to the operations and programme staff, Consultants and Experts and UN staff on mission.

The incumbent will be responsible for the following duties:

- Provision of reliable and secure driving services
- Meeting of Official Personnel
- Proper Day-to-day maintenance of the assigned vehicle
- Proper use of vehicle
- Availability of documents/supplies
- Other related tasks

1. Provision of reliable and secure driving services

Ensures provision of reliable and secure driving services to authorized personnel and delivery and collection of mail, documents and other requested items anywhere within the Gaza Strip, and when possible within Israel and West Bank.

2. Meeting of Official Personnel

Meet official personnel and visitors at Erez Crossing Point and support crossing and security procedures and baggage formality arrangements when required.

3. Proper Day-to-day maintenance of the assigned vehicle

Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs with OCHA Jerusalem Transportation Unit and others as required, timely changes of oil, checking of tires, brakes, car washing, etc.

4. Proper use of vehicle

Ensures proper use of vehicles through accurate maintenance of daily vehicle logs and provide inputs to preparation of the office vehicles maintenance plans and reports.

5. Availability of documents/supplies

Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the Strip, first aid kit and necessary spare parts.

6. Other related tasks

- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Work in close liaison with the UN Close Protection team and with other close protection teams of embassies, consulates when required.
- Maintain safe driving and defensive driving practices
- Ensure strict adherence to the Security Procedures as established by UNDSS in Gaza. Assist and support OCHA staff by conducting office work such as filing and performing translation when required. Assist in the reception duties including photocopying, answering phone calls, send faxes, and purchase necessary equipment, stationery, etc.
- Assist OCHA Staff by conducting field monitoring visits when requested
- Screen local newspapers, draw the attention of staff to Humanitarian issues related articles and keep records of newspaper clippings as required
- Perform any other related tasks as assigned by the supervisor.

Education:

Secondary Education. Valid Driver's License.

Experience:

Two years work experience as a driver. Safe driving record. Knowledge of driving rules and regulations and skills in minor vehicle repair.

Language requirements:

Fluency in the national language of the duty station and knowledge of the UN language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: [*hr@ochaopt.org*](mailto:hr@ochaopt.org). The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (03-10-002) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 19 March 2010

Applications received after this date will not be considered.

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Women are encouraged to apply