

TERMS OF REFERENCE

PART-TIME CLEANER *(OCHA Jerusalem Office)* *(SSA Contract)*

OCHA in the Occupied Palestinian Territory

Background

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

The OCHA oPt HQ Jerusalem has responsibility for inter-agency coordination in complex emergencies and coordinating emergency relief in natural disasters. In this context, it has a specific responsibility for the dissemination of information and policies to the humanitarian community, authorities, donors, as well as support to resource mobilization efforts.

Reporting to the Operations Manager, the Cleaner's duties will be:

1. To inform the Finance Analyst regarding stocks of all cleaning/kitchen/bathroom supplies and maintain a minimum stock as dictated by the FA.
2. Clean the Jerusalem HQ building to the standard required by FA.
3. Clean/Tidy outside porch/yard/garden of the Jerusalem HQ office to the standard required by FA.
4. Clean inside of vehicles when required.
5. Prepare Conference Room facilities as and when required.
6. Water inside plants and outside garden when necessary.
7. Assisting office personnel with any other duties when requested to do so.
8. Be prepared to work flexible hours to accommodate the office hours requirements (e.g. assist with official visits in the evening and on weekends).

Qualifications

Cleaning experience is required
UN experience is an asset

How to Apply

For a full description of the post and P11 form, 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 P11) in English providing full details of education, present and past employment, language skills, etc. to the OCHA oPt office by using the following email address: hr@ochaopt.org .

CLOSING DATE OF APPLICATIONS: 04 December 2009

Applications received after this date will not be considered.