

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

VACANCY ANNOUNCEMENT**Post title:** Driver**Post Level:** SB1/Peg 3**Duration:** 6 months**Duty Station:** Gaza, oPt**Organization:** OCHA oPt**Supervisor:** Humanitarian Affairs Officer (HAO)**Duties and Responsibilities:**

Under the overall guidance of the Head of Office and the direct supervision of the OCHA Humanitarian Affairs Officer (HAO), the Driver clerk will be responsible for the following duties:

1. Ensure 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 if possible within Israel and West Bank.
2. Meet official personnel and visitors at Erez crossing Point and support crossing and security procedures and baggage formality arrangements when required.
3. Ensure proper use of Office vehicles through accurate maintenance of daily vehicle logs and provide inputs to preparation of the office vehicles maintenance plans and reports.
4. Ensure proper day to day maintenance of the assigned vehicles 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.
5. Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the strip, first aid kit and necessary spare parts.
6. Ensure that all immediate actions required by UN rules and regulations are taken in case of involvement in an accident.
7. Work in close liaison with the UN Close Protection team and with other close protection teams of embassies, consulates when required.
8. Maintain safe driving and defensive driving practices.
9. Ensure strict adherence to the Security Procedures as established by UNDSS in Gaza.

10. 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, stationary, etc.
11. Assist OCHA staff by conducting field monitoring visits when requested.
12. Screen local newspapers, draw the attention of staff to Humanitarian issues related articles and keep record of newspaper clippings as required.
13. Perform any other related tasks as assigned by the supervisor.

Education/Qualifications:

1-2 years of driving experience.
Commercial Driving license is an asset.
Office work experience is preferable but not a requirement.

Languages

Arabic as a mother tongue; fluency in spoken and written English; Hebrew is an asset.

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 e-mail address: hr@ochaopt.org.
Alternatively, applications can be sent by fax to: (+972) 2-582 5841

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.
2. 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.
The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated you stating your full name and the exact job title as the subject in your e-mail application.

All posts are subject to availability of funds.

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

CLOSING DATE FOR APPLICATIONS: 24 March 2009

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.