

UNITED NATIONS OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS Occupied Palestinian Territory		الامم المتحدة مكتب تنسيق الشؤون الانسانية في الأراضي الفلسطينية المحتلة
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P.O. Box 38712 East Jerusalem
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

VACANCY ANNOUNCEMENT

Driver (*National Position*)

Level (SB2)

Jerusalem/OCHA oPt

Salary: Competitive Local United Nations Contract (SB2)
Starting date: As soon as possible
Initial length of contract: 6 months, with possibility of extension
Type of Contract: Service Contract

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.

Under the overall guidance of the Finance Analyst and direct supervision of the Transportation Clerk, the incumbent will be responsible for the following duties:

1. Drive office vehicles for the transportation of authorized personnel and delivery and collection of mail, documents and other items.
2. Meets official personnel at the airport and facilitates immigration and customs formalities as required.
3. Responsible for the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tyres, filling the vehicles with fuel, etc. Performs minor repairs, arranges for other repairs and ensures that the vehicles are kept clean.
4. Check that before travelling all the security requirements are in place including the availability of flack jackets, helmets, UN flags and marks.
5. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.

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6. Ensure that rules and regulations are followed in case of involvement in accident.
7. Courier services between UN agencies/NGOs as and when necessary.
8. Arrange customs clearance (and collection) of shipments.
9. Willingness to work flexible hours.
10. Shuttle services for UN Staff Members from West Bank to Jerusalem.
11. Perform other duties as and when required.

Education:

Secondary Education, Understand English Language and valid Driving License to drive in West Bank and Jerusalem.

Experience:

3-4 years of relevant experience

UN experience is an asset

Skills in minor vehicle repair is an asset

Languages:

Native Arabic Speaker and working knowledge of the English Language

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.

Completed detailed UN P11 as specified above referring to **Driver-SB2** should be sent to: hr@ochaopt.org . In addition, all applicants are requested to send a 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.

Closing date for applications: 11 September 2009