

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

VACANCY ANNOUNCEMENT**Receptionist (*National Position*)****Level (ICS-3)****Jerusalem/OCHA oPt**

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| Contract: | Fixed Term Contract, ICS-3 (GS3) |
| Duty Station: | Jerusalem |
| 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.

The Receptionist will work in close collaboration with the Administration and Human Resources Department, Field Coordination Units, Information Management Unit, Advocacy and Information Unit within the OCHA oPt office and other UN agencies staff to exchange information and ensure consistent service delivery.

The Receptionist will provide telephone communication and general reception and information services ensuring high quality and accuracy of work.

The incumbent will be responsible for the following duties:

- Provision of front-desk service and telephone communications services
- Responsible for updating UN Staff and other contacts information
- Leave Monitor
- General Administrative Work

1. Provision of front-desk service and telephone communications services

- Monitoring of all visitors to the OCHA oPt Jerusalem Office; assistance to visitors by providing directions and accurate information related to UN.

- Management and Operation of the central switchboard, answering telephone, respond to routing requests for information, transmittal of messages and checking the fax machine frequently.
- Management and planning of the front-desk coverage.
- Assist in preparation for meetings in Conference Room and keep its facilities prepared for all meetings.
- Maintain schedule of meetings for OCHA office.

2. Responsible for updating UN Staff and other contacts information

- Collection and update of UN staff information on monthly basis, ensuring all data and information is correct and accurate.
- Update the OCHA oPt list of staff through the Department of Safety & Security database on a quarterly basis.
- Update the OCHA oPt National and International staff list on the OCHA Contact Management on-line system on a monthly basis.
- Maintain an up to date directory/telephone list of all NGO's, Consulates, Representative Offices, Embassies and other UN Agencies.
- Update the information pocket sheet "Security tree" on a weekly basis to ensure the quick access of security information communication between Jerusalem HQ and Field staff when needed.

3. Leave Monitor

- Leave Monitor: Collate monthly personnel attendance records and ensure that Paternity and Maternity Leave are accurately monitored and sent to Geneva HQ and UNDP Jerusalem in a timely manner.
- Update the Annual Leave Balance for OCHA oPt Staff on a monthly basis.
- Ensure that the Security Clearances for OCHA staff are well maintained.

4. Administrative Functions

- Distribution of the telephone breakdowns (i.e. Orange, MIRZ, Jawwal and Landline) to OCHA oPt staff at the end of each month to highlight personal phone calls.
- Assist in facilitating the monthly system of private charges for OCHA oPt staff members by ensuring timely invoicing.
- Filing correspondence.
- Archiving administrative files.
- General administrative work (i.e. photocopying, sending faxes, sending out invitations, etc)
- Perform other duties as required.

Education:

Secondary Education.

Experience:

2 to 3 years of relevant experience is required.

Language requirements:

Fluency in the UN and national 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.

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: 11 September 2009

Applications received after this date will not be considered.

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Women are encouraged to apply