

Posting Title: Fixed Term Appointment
Administrative Assistant, ICS-5

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: East Jerusalem

Posting Period: 16 April 2024 – 23 April 2024

Job Opening number: 2024-019

Duration: One Year

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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 too and the need for international assistance.

This position job opening is being advertised for the position of Administrative Assistant in East Jerusalem, occupied Palestinian territory (oPt). The incumbent reports to the Head of Administration.

Responsibilities: Within delegated authority, the Administrative Assistant will be responsible for the following duties:

Human Resources Support

- Prepares vacancy announcements, reviews applications, and provides a short list to hiring managers.
- Acts as an HR Representative during interviews, and drafts interview reports for the review of the Head of Administration review.
- Assist in the facilitation of (*recruitment verification*) of the selected candidates by initiating and following up on reference checks and academic verifications and ensuring completion of pre-recruitment formalities.
- Assists in planning, organizing, developing, and administering tests related to recruitment of general service and other categories of staff.
- Maintain digital recruitment files, track recruitment progress, and update managers on necessary actions.
- Send out rejection/regret letters.
- Update the OCHA oPt recruitment Roster.
- Prepares classification requests for positions.

Time and Attendance Records

- Acts as leave monitor for the OCHA oPt office, using the UNDP Quantum Self-Service module.
- Supports in advising and tracking leave entitlements (such as Maternity, Paternity, Sick Leave, etc..) are accurately monitored and recorded in the leave management system.
- Advises on leave balances and cut-off dates for OCHA Staff and collaborates closely with the various supervisors on the leave balance for their staff.
- Maintaining and recording absences for all staff through Quantum.
- Time Administrator for international staff through the UMOJA portal.

Administrative support

- Handles a wide range of administrative duties/processes, such as performing Enterprise Resources Planning (ERP) roles related to leave and attendance records, timesheets, HR Mini Master and Good Receipts, visa applications, expense statements, telecommunications charges, equipment purchase, service, and supply requisitions, etc.
- Establishes/improves administrative procedures and systems to ensure the smooth functioning of the department, including filing (paper and electronic) systems.
- Supports organizing official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.).
- Works closely with the transportation unit to follow up on the liberty use of official vehicles and payment.
- Arranges and supports Visa, MOFA cards, permits, and UN card issuance through the UNDP office.
- Maintain and update the OCHA oPt staffing table, contact list, tracker, and related administration lists.
- Create personnel files for newly hired staff both hard files and electronically.
- Draft letters, translate text, and prepare employment certificates and UNDP requests.

- Apply and follow up for international staff access coordination to enter Gaza.
- Drafting requests and letters of employment for the management's approvals as required.
- Assist the Head of Office in the absence of the Executive Associate.
- Perform other duties as required.

Competencies:

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

• **PLANNING & ORGANIZING:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required. allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary, uses time efficiently.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education

- Secondary education is required.
- University degree (Bachelor's degree) in business or public administration, finance, accounting, human resources, or law will be given consideration, but it is not a requirement.

Job Specific Qualifications

Experience:

- Minimum (5) Five years (with Secondary education) or 2 years (with a bachelor's degree) of relevant experience in general administration, human resources, or other related areas is required.
- At least three (3) years of experience in the application of rules and regulations covering entitlements, benefits, and contract administration within the United Nations Common System or similar international organization is desired.
- Experience with Umoja or similar enterprise resource planning tools is desired.
- Experience in recruitment is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Working experience with the UN, international organizations, and/or a non-governmental organization is desirable.

Language:

Fluency in English and Arabic (both oral and written) is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice This is a Fixed Term Appointment and is currently available for the duration of one year, with the possibility of extension subject to satisfactory performance and availability of fund. The contract will be administered by United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a General Service position and will be based in Gaza, oPt. Candidates of the General Service category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs

of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. No amendment, addition,

deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up-to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS: 23 April 2024

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.