



Office for the Coordination of Humanitarian Affairs - occupied Palestinian territory

Information and Advocacy Clerical Assistant (Grade 4 Step 1)

Background

In order to meet UN OCHA's information and advocacy capacities, the Information and Advocacy Unit requires an assistant.

Duties:

The incumbent will report directly to the Chief of the Information and Advocacy Unit and will be responsible for:

- Archiving and filing of unit materials
- Maintain the media clip file and coordinate with OCHA oPt library
- Update and maintain the delegations database/ Provide analysis and data of information when requested
- Updating and maintaining the photo database and contact database
- Printing outputs
- Organizing mailings and carrying out delivery of OCHA outputs
- Assisting the unit with CAP launch, clerical and administrative projects
- Assisting in research projects
- Translation/ Editing

The position is 3 days/week and located in East Jerusalem.

Requirements:

At least 2 years university education and clerical work experience.

Fluency in English; Good Arabic and Hebrew.

Strong administrative and clerical skills.

Attention to detail. Good communication skills.

Knowledge of the humanitarian situation in the occupied Palestinian territory.

Ability to work in multi-cultural environment, team player, and work under tight deadlines.

Deadline for applications: 13 September 2006

Send C.V. plus one cover letter in English detailing experience and interest to:

By email:

ochaopt@un.org

Or by fax to 02-5829962

Only qualified candidates will be contacted. No phone calls please.