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

VACANCY ANNOUNCEMENT # 2012-007
Administrative Associate (National Position)
Level (ICS-7)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-7
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 oPt office has expanded its presence. Though its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures including sector and cluster coordination and national level coordination, both operational and policy.

Under the guidance and supervision of the Head of Administration, the Administrative Associate provides support to Transport, Security and Admin services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The Administrative Associate assists in the implementation of security operations and all matters relating to the management of safety and security for UN personnel in the country of assignment. The Administrative Associate promotes a client, quality and results-oriented approach.

The Administrative Associate works in close collaboration with the Administration, Field Coordination Units, and other units within the OCHA oPt Office and other UN Agencies staff to ensure consistent service delivery.

The incumbent will be responsible for the following duties:

- Implementation of operational strategies
- Management of Transportation Unit
- Supervision of Security Guards and Cleaner
- Provision of administrative and logistical support
- Provision of support to assets management
1. Ensures **implementation of operational strategies**, focusing on achievement of the following results:

   - Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies.
   - Provision of inputs to preparation of administrative team results-oriented work plans.

2. **Management of Transportation Unit:**

   - Supervision of OCHA drivers on daily basis and arrangement of drivers’ schedule.
   - Management of OCHA oPt vehicle fleet.
   - Ensures that general conditions and procedures governing the use of OCHA vehicles are adhered to.
   - Periodic maintenance of OCHA’s vehicles.
   - Ensure that vehicles have an optimal insurance coverage.
   - Follow up on vehicles’ registration.
   - Follow up on licenses of personnel and coordinate driving tests with UNDP and coordination with UNDP Transport Section on issuance of UNDP driving licenses to OCHA Staff.
   - Ensures that the steps required by the UN rules and regulations are compiled with in the case of vehicle accidents.
   - Checks on any violation tickets, road toll monthly and making sure is paid on time.
   - Follow up on UN Vehicle’s accidents and liaison with insurance company and relevant parties.
   - Arranges for installation of VHF radios and blue tooth in OCHA oPt vehicles.
   - Arranges for programming all of the VHF radios.

3. **Supervision of Security Guards and Cleaner**

   - Daily supervision of OCHA’s security guards.
   - Preparation of monthly schedule of security guards.
   - Checks on daily security reports and ensures endorsement.
   - Assists in reporting of security incidents affecting UN Staff, offices and assets.
   - Assists the Security Focal Point in monitoring compliance with Minimum Operational Security Standards (MOSS) established for the duty station.
   - Assists in compilation of data required for the MOSS Self Assessment Program.
   - Daily supervision of OCHA’s cleaner.

4. **Provides administrative and logistical support**, focusing on achievement of the following results:

   - Logistic support to organization of conferences, workshops, retreats in regards to transportation.
   - Preparation of routine correspondence and faxes related to transportation.
   - Maintains routine and confidential correspondence files/document.
   - Maintenance of files in Transportation Unit
   - Checking vehicle logs and preparation of the draft vehicle history reports and maintenance plans.
   - Maintain a vehicle log for fuel.
• Issuance of liberty Mileage invoices.

5. Provides support to assets management, focusing on achievement of the following results:

• Follow up and registry of office equipment with a serial number and date of purchase including: VHF radios, vehicles, vehicle equipment, flack jackets and Moss compliant equipment.
• Issue a handover voucher to staff upon receipt of equipment.
• Issuance of mobile phones to staff in the absence of facilities supervisor.
• Maintain a valid inventory file and system for vehicles and related equipment

6. Miscellaneous

• Oversee the Security and maintenance of the MAC House building.
• Perform other duties as and when required.

Corporate Competencies:

• Demonstrates commitment to UNOCHA’s mission, vision and values
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
• Commitment to the ideals of the United Nations Charter and the Organization’s core values – Professionalism, Integrity and Respect for Diversity.

Planning and Organizing:
Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or in crisis situations. Availability to travel within the area of responsibility.

Creativity:
Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas

Teamwork:
Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Communication:
Proven and sustained communication (verbal and written) skills.

Leadership and Self-Management:
Focuses on result for the client and responds positively to feedback. Consistently approaches work with energy and a positive, constructive attitude. Remains calm, in control and good humored even under pressure
Education:

Secondary education. University Degree or equivalent in Business Administration or related field would be desirable but it is not a requirement.

Experience:

5-7 years of progressively responsible experience in security, administration, programme or related field of work. Prior experience with the UN system or an international NGO is desirable.

Language requirements:

Fluency in the UN and National language of the duty station.

Other skills and Requirements:

- Knowledge of HF and VHF radio operation;
- Solid computers skills (MS Word, Excel, Access and PowerPoint);
- Possession of a valid driver’s license
- Ability to travel

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.

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 your stating your full name and the OCHA vacancy notice number (2012-007) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 22 December 2012**

Applications received after this date will not be considered.

**Women are encouraged to apply**