Salary: Level (SB2/Peg3)
Starting date: As soon as possible
Initial length of contract: 6 months, with possibility of extension

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.

Under the guidance of the Head of Office and the direct supervision of Finance Analyst, the incumbent will be responsible for the following duties:

- **Assistance in Human Resources functions**
- **Assistance in Financial functions**
- **General Administrative functions**

1. **Assistance in Human Resources functions**

- Processing and follow up on requests to UNDP to issue/renew UN ID Cards for OCHA’s authorized staff.
- Preparation of requests for issuance of working permits to OCHA staff from the West Bank and follow up on their extensions.
- Preparations of entry/exit permit requests for Gaza for National and International staff and prompt follow up with Israeli DCL.
- Follow up on administrative arrangements for OCHA’s visitors by coordinating visas, transportation and accommodation.
- Organization and arrangement of OCHA’s personnel files.
- Collection and update of UN staff information on a monthly basis.
• Preparation of various lists for OCHA’s staff in relation to trainings and workshops, PAS compliance, etc.
• Assist in the screening of CVs.

2. Assist in Financial functions

• Processing of VAT reimbursement invoices and timely submission to UNDP office.
• Follow up on OCHA’s reimbursement of private charges and to ensure that private charges are collected from staff on regular basis and amounts are sent to UNDP in a timely manner.
• Assist in preparation of OCHA’s workshop by obtaining quotations, preparation of evaluation sheet; follow up on organizing the venue and logistics arrangements.
• Assist in preparation of official travel for OCHA’s staff.

3. General Administrative functions

• Archiving administrative and financial files
• Photocopying of Finance, HR, and Administrative packages
• Sending faxes
• Perform other administrative duties as required

Education:
High School diploma. University Degree is desirable, but it is not a requirement.

Experience:
Minimum of two years of relevant experience is required. Experience with UN or International organization is an asset.

Language requirements:
Good English Language skills and fluency in the 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 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 (2011-024) 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: 02 March 2012**

Applications received after this date will not be considered.

**Women are encouraged to apply**