VACANCY ANNOUNCEMENT # 2014-003
Administrative Associate (National Position)
Jerusalem/OCHA oPt

Contract: Service Contract, SB3/Peg 3
Duty Station: Jerusalem
Duration: 1 year with possibility of extension
Starting Date: asap

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 national-level coordination at both the operational and policy levels.

Under overall guidance of the Head of Office and direct supervision of the Administrative Officer, the incumbent will facilitate the Human Resources and Administrative Activities as follows:

1. Administration and Implementation of HR strategies and policies:
   
   - Full compliance of HR rules and regulations, UNDP policies, procedures and strategies; effective implementation of internal control framework, proper functioning of the HR management system.
   - Provision of advice and information on corporate strategies, changes in rules and regulations, implementation of personnel rules, strategic use of contractual modalities, application of entitlements, change management processes.
   - Ensure transparency, confidentiality, gender balance and geographical diversity are observed in the recruitment processes.
2. **Provision of HR services for OCHA National Staff:**

- In line with UNDP recruitment and selection framework, organization of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates and participation as HR representative in interview panels.
- Ensure full documentation on recruitment is forwarded to UNDP in a timely manner for CRP approval.
- Draft the interview minutes for endorsement by the panel members.
- Represent OCHA in the HR monthly meetings.
- Ensure appropriate and timely actions for renewals of contracts on Service Contract and Fixed Term for National Staff.
- Management of the OCHA oPt Human Resources Email account.
- Participate in the local Salary Surveys with other UN Agencies.

3. **Provision of HR and administrative services for OCHA International Staff:**

- Advise on service visa arrangements for newly appointed international staff.
- Follow up on issuance and extensions of visas, UNLPs and MOFA ID Cards for OCHA International Staff members in a timely manner.
- Report to Geneva HQ on arrival of International staff member.
- Follow up on R&R and Home leave entitlements and forward proper documentation upon completion by staff member to Geneva HQ in a timely manner.
- Ensure documentation on separation for OCHA International staff is properly prepared and forwarded to Geneva HQ in a timely manner.
- Ensure appropriate and timely actions for renewals of contracts for international staff.

4. **Facilitation of the recruitment of UN volunteers and Interns**

- Liaise with UNDP UNV department on the recruitment of National UNVs, from drafting the Description of Assignment and obtaining approval, coordination of tests, arranging for interviews and organization of the recruitment process.
- Liaise with UNDP UNV department and UNV Bonn on the recruitment of International UNVs.
- Liaise with OCHA oPt Heads of Units on their requirements for internship.
- Liaise with OCHA Geneva on advertisement and selection of interns.

5. **Provision of Administrative services:**

- Update OCHA oPt Induction Package on regular basis.
- Provide OCHA newly appointed staff upon arrival with an induction session and explain about all the entitlements and privileges under the staff rules and regulations.
- Maintain data for Personnel Records.
- Focal Point for OCHA oPt Contact Management System “OCM”.
- Provide advice to supervisor on Performance Appraisal System (PAS) for National Staff and keep an up to date list of completed PASs and ensure 100% PAS compliance.
- Follow up on all administrative arrangements for visitors and secondee by coordinating visas, transportation and accommodation.
- Follow up on issuance of UNDP ID cards for OCHA National and International Staff.
- Follow up on the preparation of entry/exit permit requests to Gaza for National staff and follow up with Israeli DCL on the status of the applications.
- Follow up on the preparation of entry/exit permit requests for OCHA West Bank staff to Jerusalem with Israeli DCL.
- Perform other duties as required by direct supervisor.

6. Facilitation of knowledge building and knowledge sharing:

- Assist the learning focal point in orienting new users to the Field Learning Management System (FLMS)
- Assist the learning focal point in supporting and promoting the use of the FLMS platform
- Assist in providing feedback to Staff Development and Learning Section in HQ on the use of FLMS
- Represent OCHA oPt at the One UN Learning Group
- Perform other duties as required by Supervisor.

Education:

BA Degree in Business Administration, Public Administration or any related field is required.

Experience:

5 to 6 years of progressively responsible administrative, programme, HR or any related administrative experience is required at the national or international levels. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web based management systems.

UN and/or HR experience is preferable.

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 if you can state your full name and the OCHA vacancy notice number (2014-003) 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: 10 May 2014**

Applications received after this date will not be considered.

**Women are encouraged to apply**