VACANCY ANNOUNCEMENT # 2014-005
Driver/Logistics Clerk (National Position)
Level (ICS-3)
Gaza/OCHA oPt

Contract: Fixed Term Contract, ICS-3
Duty Station: Gaza
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 office in the occupied Palestinian territory will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and Gaza Strip, amongst humanitarian partners, local and international media, policy makers, governmental and non-governmental actors. The OCHA 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—both operational and policy.

Under the guidance and supervision of the Head of Gaza Office, the Driver/Logistics Clerk provides reliable and safe driving services to OCHA Staff and performs logistics functions. The Driver/Logistics Clerk demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver/Logistics Clerk provides driving services to the operations and programme staff in the Country Office, Consultants and Experts and UN staff on mission, and ascertains implementation of logistics tasks with OCHA Gaza office.

The incumbent will be responsible for the following duties:

1. Ensures provision of reliable and secure driving services by a) driving office vehicles for the transport of OCHA staff, other high-ranking officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the crossing points when required.
2. Ensures efficient cost use of OCHA vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.

3. Ensures proper day to day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.

4. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, first aid kit, security gear and necessary spare parts in the assigned vehicle.

5. Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

6. Provides logistical and administrative support for the efficient organization of the office (supplies, stock management, petty cash). Assist and support OCHA staff by conducting office work such as filing and performing translation when required. Assist in the reception duties including photocopying, answering phone calls, send faxes, and purchase necessary equipment, stationary, etc. Provide logistical support for events, field visits and meetings organized by the Gaza Sub-Office, this can include organizing meeting facilities and equipment, reconnaissance and liaison for field visits, catering requirements etc.

7. Ensures compliance with security requirements including working in close liaison with the UN Close Protection Team and with other close protection teams when required, maintaining safe driving and defensive driving practices, and ensuring strict adherence to the Security Procedures as established by UNDSS in Gaza.

8. Any other relevant tasks, which include but are not limited to:
   - Document emerging humanitarian situations when requested, for example collecting reports and photographing situations as appropriate.
   - Perform any other related tasks

Corporate Competencies:

- Demonstrates commitment to OCHA’s mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning
- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office

Development and Operational Effectiveness
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
• Demonstrates excellent knowledge of security issues

**Leadership and Self-Management**

• Focuses on result for the client
• Consistently approaches work with energy and a positive, constructive attitude
• Remains calm, in control and good humored even under pressure
• Responds positively to critical feedback and differing points of views

**Education:**

Secondary Education. Valid Commercial Driving License.

**Experience:**

3 years’ work experience as a driver including clerical and logistical responsibilities, safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair. UN experience is an asset.

**Language requirements:**

Fluency in the language of the duty station and knowledge of the UN 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 (2014-005) 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: 23 May 2014**

Applications received after this date will not be considered.

**Women are encouraged to apply**