

TERMS OF REFERENCE

PART TIME CLEANER (OCHA Nablus Sub-Office) (SSA)

OCHA in the Occupied Palestinian Territory

Background

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA office in the Occupied Palestinian Territory will expand its presence. Through its expanded presence in the field and Jerusalem, 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.

The OCHA oPt HQ Jerusalem has responsibility for inter-agency coordination in complex emergencies and coordinating emergency relief in natural disasters. In this context, it has a specific responsibility for the dissemination of information and policies to the humanitarian community, authorities, donors, as well as support to resource mobilization efforts.

Reporting to the Nablus Sub-Office Humanitarian Affairs Associate / Humanitarian Affairs Analyst and ultimately the Head of Sub-Office, Nablus, the Cleaner will work part-time, on a maximum of three days per week (max. 18 hours per week). The cleaner's duties will be to:

1. Maintain a minimum stock of all cleaning/kitchen/bathroom supplies as dictated by the Humanitarian Affairs Analyst / Associate.
2. Clean the Nablus office building (including all rooms, bathrooms, kitchen and conference room) to the standard required by the Humanitarian Affairs Analyst / Associate.
3. Clean/tidy outside porch/yard/garden of office building to the standard required by the Humanitarian Affairs Analyst / Associate.
4. Clean inside of vehicles when required.
5. Prepare Conference Room facilities as and when required.
6. Water inside plants and outside garden when necessary.
7. Assist office personnel with any other duties when requested to do so.
8. Be prepared to work flexible hours to accommodate the office hours requirements.

How to Apply

For a full description of the post and P11 form, 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 P11) in English providing full details of education, present and past employment, language skills, etc. to the OCHA oPt office by using the following email address: ochaopt@un.org . Alternatively, applications can be sent by fax to: +972 2 5825841

CLOSING DATE OF APPLICATIONS: 04 December 2009

Applications received after this date will not be considered.