

## **TERMS OF REFERENCE**

### **PART-TIME GARDENER** *(OCHA Jerusalem Office)* *(SSA Contract)*

#### **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 Facilities Supervisor, Jerusalem HQ FCU, the Gardener's duties will be:

1. Assist with the planting and routine care of a wide variety of ornamental plants.
2. General clean-up including weeding, pruning, grooming, staking and deadheading.
3. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn and trees.
4. Garden watering, mows and trims lawns, using hand or powder mower.
5. Mixes soils, makes cuttings, transplants seedlings, trims hedges and stakes and prunes trees.
6. Performs sprinkler system repair, maintenance and troubleshooting.
7. Applies herbicides and insecticides.
8. Digs ditches and holes.
9. Using gardening implements and power-operated equipment.
10. Plants annual plants and repairs established lawns.

##### **Qualifications:**

Gardening experience is required  
UN experience is an asset

##### **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](http://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: [hr@ochaopt.org](mailto:hr@ochaopt.org) .

**CLOSING DATE OF APPLICATIONS: 04 December 2009**

Applications received after this date will not be considered.