

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

Vacancy Announcement # 2011-018**Inventory Clerk
Jerusalem/OCHA oPt**

Job Title: Inventory Clerk
Type of Contract: IC contract
Initial Duration: 2 months
Duty Station: OCHA Jerusalem Office

Background:

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 Jerusalem and the field, 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, both operational and policy.

The OCHA field office 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.

Duties and Responsibilities:

The Inventory Clerk will work closely with the Facilities Supervisor and under the direct supervision of the Finance Analyst to fulfill the following tasks:

- Check and maintain all of OCHA oPt's property and inventory control records for non-expendable and expendable property and report on the following:
 - Opening Balance
 - Total Acquisitions
 - Total dispositions
 - Total adjustments
- Arrange for Field visits to check OCHA's assets.
- Check all local and HQ procurements against available inventory records and bar codes.
- Report on Loss of or damage to property
- Disposal of property following the UN Rules and Regulations.

Required Qualifications:

Education: Completion of secondary education
Experience: One to two years of relevant working experience.

Languages: Fluency in the UN and national language of the duty station.

How to apply:

Applicants are requested to email the following documents to the OCHA oPt Office by using the following email address: hr@ochaopt.org

- Completed United Nations Personal History Form (UN-P11) in English providing full details of education, present and past employment, language skills, computer skills, etc.

The UN P11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated you stating your full name and the exact job title as the subject in your email application.

CLOSING DATE FOR APPLICATIONS: 24 December 2011

Candidates who applied earlier need not to apply again

WOMEN ARE ENCOURAGED TO APPLY