



**Office for the Coordination of Humanitarian Affairs
Occupied Palestinian territory**

**Vacancy Announcement
Driver/Clerk**

TERMS OF REFERENCE

Post title: Driver Clerk

Post Level: GS-2

Duration: 12 months, renewable

Duty Station: Gaza

Organization: OCHA

Supervisor: OCHA National Officer

Duties and Responsibilities:

Under the overall guidance of the Head of Office and the direct supervision of the OCHA National Officer, the Driver Clerk will:

- Ensure provision of reliable and secure driving services to authorized personnel and delivery and collection of mail, documents and other requested items anywhere within the Gaza strip, and when if possible within Israel and the West Bank.
- Meet official personnel and visitors at Erez Crossing Point and support crossing and security procedures and baggage formality arrangements when required.
- Ensure proper use of 3 vehicles through accurate maintenance of daily vehicle logs and provide inputs to preparation of the 3 vehicles' maintenance plans and reports.

- Ensure proper day-to-day maintenance of the assigned vehicles through timely minor repairs, arrangements for major repairs, timely changes of oil, checking of tires, brakes, car washing, etc.
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the strip, first aid kit and necessary spare parts.
- Ensure that all immediate actions required by UN rules and regulations are taken in case of involvement in an accident.
- Work in close liaison with the UN Close Protection team and with other close protection teams of embassies consulates when required.
- Maintain safe driving and defensive driving practices.
- Ensure strict adherence to the Security Procedures as established by UNDSS in Gaza.
- 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.
- Assist OCHA staff by conducting field monitoring visits when requested.
- Screen local newspapers, draw the attention of staff to Humanitarian issues related articles and keep record of newspaper clippings.
- Perform any other related tasks as assigned by the supervisor.

Education/Qualifications:

Secondary education and computer literacy.

Work experience:

At least 5 years of licensed commercial driver experience and office work.

Languages:

Arabic as a mother tongue; fluency in spoken and written English; Hebrew an asset.

Deadline: 25 September 2008