

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

VACANCY ANNOUNCEMENT**Admin and Finance Assistant****ICS-5 Level (GS-5)****Jerusalem/OCHA oPt**Salary: **ICS-5 Level (GS-5)**

Starting date: As soon as possible

Initial length of contract: 3months, with possibility of extension

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 has expanded its presence. Through its expanded presence in the field and Jerusalem, 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 nation level coordination, both operational and policy.

The Finance/Administrative Assistant will work in close collaboration with the operations, staff in the CO and UNDP and with OCHA HQ to ensure consistent service delivery.

The Finance/Administrative Assistant will provide financial services and provides support to office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Finance/Administrative Assistant will promote a client-oriented approach consistent with UN Rules and Regulations.

The incumbent will be responsible for the following duties:

- Financial Responsibilities
- Petty Cash/Private Charges
- Memorandum of Understanding and Agreements
- Administrative Functions
- Travel and Training

1. Financial Responsibilities

- Full compliance with UN/UNDP rules and regulation of financial processes, financial records and reports, implementation of the effective internal control framework.
- Assist to provide a proper control of the supporting documents for payments and financial reports; preparation of all types of vouchers for management projects and Purchase Order vouchers for managements and development projects; Pay Cycle and payments execution.

- Assist in maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; processing travel claims, ORB, Hazard Pay and other entitlements.
- Assist on timely corrective action on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Assist in Processing VAT reimbursement entitlements.

2. Petty Cash/Private Charges

- Assist in controlling OCHA HQ Jerusalem Petty Cash and liaising with Field Coordination units to ensure their petty cash system is viable.
- Assist to facilitate a monthly system of private charges for OCHA oPt's Staff members ensuring timely invoicing and payment. Timely transfer to UNDP to back charge quoted budget lines.

3. Memorandum of Understanding and Agreements

- Assist in initiating MOUs with UN Agencies and Service providers in a timely manner.
- Assist in liaison with Administrative Office in Geneva to ensure that MOUs are cleared and signed.

4. Administrative Functions

- Assist in facilitating the Human Resources activities to enable the running of the Jerusalem HQ and FCUs.
- Assist staff members and their dependants by processing requests for visas, ID Cards and other necessary personnel-related documents in accordance with the requirements of the United Nations.
- Assist in recruitment and preparation of contracts for National Staff on SSA, SC and Fixed Term.

5. Travel and Training

- Assist in initiating the PT8 form for approval by Head of Office.
- Liaise with UNDP Travel to book flight tickets following the UN rules and regulations.
- Liaise with UNDP to ensure that DSA advance is paid in a timely manner.
- Assist in logistics for travel and training for staff.
- Assist staff to ensure that settlement of F10 claims are prepared and forwarded to UNDP in a timely manner

Corporate Competencies:

- Demonstrates commitment to UNOCHA'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
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to financial and Administrative resources management.
- Sound Knowledge of financial and administrative rules and regulations.
- Strong IT skills

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored under pressure.

Education:

Secondary Education with specialized certification in Accounting and Finance or Administration. University Degree in Business or Public Administration desirable, but it is not a requirement.

Experience:

3 to 5 years of relevant finance/admin experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Language requirements:

Fluency in English and knowledge of Oral/Written Arabic/Hebrew is an advantage.

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: ochaopt@un.org.

Alternatively, applications can be sent by fax to: (+972) 2-582 5841

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 exact job title as the subject in your e-mail application.

All posts are subject to availability of funds.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 31 December 2008.

Applications received after this date will not be considered.

For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org.

Women are encouraged to apply