

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

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**VACANCY ANNOUNCEMENT # 04-10-007****Transportation Clerk (*National Position*)****Level (ICS-4)****Jerusalem/OCHA oPt**

<b>Contract:</b>	Fixed Term Contract, ICS-4 (G-4)
<b>Duty Station:</b>	Jerusalem
<b>Duration:</b>	One year with possibility of extension
<b>Starting Date:</b>	As soon as possible

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.

Under the guidance and supervision of the Finance Analyst, the Transportation Clerk provides support to Transport and Admin services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The Transportation Clerk promotes a client, quality and results-oriented approach.

**The incumbent will be responsible for the following duties:**

- Implementation of operational strategies.
- Head of Transport Unit
- Senior Driver
- Provision of administrative and logistical support
- Provision of support to assets management

**1. Ensures implementation of operational strategies, focusing on achievement of the following results:**

- Full compliance of administrative activities with UN/UNDP rules, regulations, policies and strategies

- Provision of inputs to preparation of administrative team results-oriented work plans

## **2. Head of Transport Unit**

- Supervises OCHA drivers on daily basis
- Manage the OCHA oPt vehicle fleet
- Ensure that general conditions and procedures governing the use of OCHA vehicles are adhered to
- Periodic maintenance of OCHA's vehicles
- Ensure that vehicles have an optimal insurance coverage
- Follow up on vehicles' registration
- Follow up on licenses of personnel and coordinate driving tests with UNDP, UNRWA and UNSCO
- Ensure that the steps required by the UN rules and regulations are complied with in the case of vehicle accidents
- Check on any violation tickets, road toll monthly and making sure is paid on time
- Arrange for installation of VHF radios and blue tooth in OCHA oPt vehicles
- Arrange for programming all of the VHF radios

## **3. Senior Driver**

- Driver to the Head of Office when on mission from Jerusalem via Amman
- Driver for senior and high ranking UN officials and visitors.

## **4. Provides administrative and logistical support, focusing on achievement of the following results:**

- Receipt of shipments, customs clearance arrangements through UNDP, arrangements for shipments. Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence related to shipments/customs clearance.
- Logistic support to organization of conferences, workshops, retreats in regards to transportation.
- Preparation of routine correspondence and faxes related to transportation.
- Maintenance of files in Transportation Unit.
- Checking vehicle logs and preparation of the draft vehicle history reports and maintenance plans.
- Maintain a vehicle log for fuel
- Issuance of Liberty Mileage invoices

## **5. Provides support to assets management, focusing on achievement of the following results:**

- Follow up and registry of office equipment with a serial number and date of purchase including: VHF radios, vehicles, vehicle equipment, flack jackets and Moss compliant equipment
- Issue a handover voucher to staff upon receipt of equipment
- Issuance of mobile phones to staff in the absence of Facilities Supervisor
- Maintain a valid inventory file and system for vehicles and related equipment

**Education:**

Secondary Education

**Experience:**

2 to 3 years of relevant experience. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) Experience in handling of web-based management systems.

**Language requirements:**

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

**A. Corporate competencies**

- Demonstrates commitment to UN OCHA's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**B. 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 repetitive and routine tasks and duties related to arrangement of meetings, office and vehicle maintenance and general administration work
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of 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 even under pressure

**How to apply:**

For a full description of the post 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-P-11) in English providing full details of education, present and past employment, language skills,

computer skills, etc. to the OCHA oPt Office by using the following e-mail address: ***hr@ochaopt.org***. The UN P-11 form can be found on OCHA's website: [www.ochaopt.org](http://www.ochaopt.org)

It would be appreciated your stating your full name and the OCHA vacancy notice number (04-10-007) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 30 August 2010**

Applications received after this date will not be considered.

**Women are encouraged to apply**