VACANCY ANNOUNCEMENT # 2015-001
Administrative Officer (National Position)
Level (ICS-10)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-10  
Duty Station: Jerusalem  
Duration: One year with possibility of extension  
Starting Date: 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 direct supervision of the Head of Office, the Administrative Officer will be responsible for management and supervision of the Administrative Unit at the OCHA oPt office. The Administrative Officer will be responsible for the supervision and provision of direct guidance to the Finance, Human Resources and procurement sections in addition to the transportation and security sections within the Administration Unit.

The Administrative Officer will be in charge of preparation of the annual budget for the OCHA oPt office and preparation of financial cash requirements. The Administrative Officer will ensure provision of effective administrative, financial and HR support to OCHA oPt staff.

Summary of key functions:

- **Budget and Finance:**
  - Preparation of Annual Cost Plan for the OCHA oPt office
  - Preparation of cash requirements for the OCHA oPt office
- Management of Petty Cash for the OCHA oPt office
- Ensure verification of IOVs
- Ensure proper management of OCHA oPt asset

**General Administration:**

- Supervision of Administrative Staff.
- Coordination of actions related to recruitment and administration of National staff in collaboration with the UNDP office.
- Maintain confidential personnel files.
- Support procurement of goods.
- Control and management of OCHA oPt equipment.
- Ensure that OCHA oPt offices are MOSS compliant in collaboration with UNDSS.
- Representation of OCHA at the One UN operations meeting and administrative meetings.

1. **Budget and Finance**

   - Prepare and revise cost plans in line with work plans and financial rules and regulations and ensure that costs are reasonably estimated. Prepare quarterly requests for funds (financial authorizations) and monitor obligations and expenditures against financial authorizations in line with approved cost plans.
   - Develop, implement, and maintain internal controls to monitor and ensure that financial resources are utilized to implement activities in accordance with work plans and cost plans.
   - Provide guidance to functional units on financial accountability within programme responsibilities and on the effective use of programme resources. Coordinate the production of financial reports for headquarters and donors.
   - Review and confirm that proposed obligations or disbursement for goods and services under third-party agreements, are reasonable and in conformity with UN Financial Rules and Regulations.
   - Monitor and follow up on outstanding NGO and UN Agency reports for grants and allocations provided to third parties.
   - Manage petty cash in accordance with established procedures, maintain accurate and complete petty cash records and receipts, and ensure that replenishments are done in a timely manner.
   - Follow up with UNDP on monthly payment orders for international staff to ensure timely payments.
   - Ensure verification of inter-office vouchers (IOVs) prepared by UNDP to confirm accuracy of accounts and to allow for reconciliation with OCHA’s accounting system.
   - Ensure proper management of office assets, including maintenance of inventory, physical verification of assets and disposal of assets. Provide information needed to respond to audit observations/findings.
   - Provide guidance and leadership to junior staff.

2. **General Administration**

   - Supervise administrative staff on a regular basis, ensuring support and mentoring.
   - In collaboration with the local UNDP office, coordinate actions related to recruitment and administration of national staff.
• Provide guidance on requirements of performance appraisal system and maintain a system to track compliance.
• Maintain confidential personnel files, ensuring that information is complete and updated. Ensure that separating staff finalize in-country formalities prior to their departure. Ensure that staff time and attendance is properly recorded, verified and submitted in a timely manner to UNDP for national staff and to the Administrative Services Branch, for international staff.
• Support procurement of goods through UNDP or Headquarters and ensure that appropriate procedures are duly followed. Verify receipt of goods and services, ensuring specification, condition and quantities of goods are correct and paperwork is complete and properly filed.
• Control and manage equipment (disposal, inventory, NEP/inventory reporting, and fleet management).
• Ensure that the corporate administration of common premises & Service Agreements are done in accordance to OCHA standard templates.
• In collaboration with the Department of Safety and Security (DSS) and Head of OCHA field office assist in ensuring Minimum Operation Security Standards (MOSS) compliance for vehicles, office and residential premises. Ensure that the office premises are well maintained and provided with common services.
• Ensure adequate level of office supplies and maintain a system for office supplies allocation and tracking. Supervise travel authorizations, ensuring appropriate justification, costing and approvals are in place. Verify travel claims submitted for settlement and track outstanding payments.
• Maintain a central filing system; ensuring consistent use and appropriate archiving of official administrative, finance, and human resource documents. • Represent OCHA at meetings on administrative issues such as national salary scales, common services, premises, etc.
• Perform other duties and/or assignments as required.

Competencies:

Corporate Competencies:

Demonstrates integrity by modeling the UN’s values and ethical standards
Advocates and promotes the vision, mission, and strategic goals of UNDP
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
Treats all people fairly without favoritism.

Functional Competencies:

• Professionalism: Technical competence and proven track record in overall administration with emphasis on financial activities, and good knowledge of the United Nations Financial Rules and Regulations as well as accounting practices; good understanding of general administration and human resources management; competence in administrative support for field-based activities. Solid experience in organizational work and cost planning with the ability to set priorities and to plan, coordinate, and monitor own work plan and those under the supervision; ability to identify priority activities and adjust them. Proactively service staff and other clients to propose appropriate solutions. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of
work.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Knowledge Management and Learning**
  Shares knowledge and experience and contributes to OCHA Practice Areas
  Encourages office staff to share knowledge and contribute to OCHA Practice Areas
  Develops deep knowledge in Practice Areas
  Demonstrates strong coaching/mentoring skills, regularly providing helpful feedback and advice to others in the office
  Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

- **Management and Leadership**
  Focuses on impact and result for the client.
  Leads teams effectively and shows conflict resolution skills.
  Consistently approaches work with energy and a positive, constructive attitude.
  Builds strong relationships with clients and external actors.
  Demonstrates openness to change and ability to manage complexities.
  Responds positively to critical feedback and differing points of view.

**Education:**

Masters Degree in Business Administration, public Administration, Finance, accounting or other related field.

**Experience:**

5 years of relevant experience in Administration, Finance, Accounting or other related area at the national or international level.

Field Experience in emergency situations is desirable.

Experience within the United Nations common system handling finance-related matters is desirable.

**Language requirements:**
Fluency in the UN and National Language of the duty station.

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: hr@ochaopt.org.

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 OCHA vacancy notice number (2015-001) 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: 02 April 2015

Applications received after this date will not be considered.

Women are encouraged to apply