VACANCY ANNOUNCEMENT # 2014-010
Driver (National Position)
Service Contract, SB2/Peg 1
Gaza/OCHA oPt

Contract: Service Contract, SB2/Peg 1
Duty Station: Gaza
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 will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and Gaza Strip, amongst humanitarian partners, local and international media, policy makers, governmental and non-governmental actors. The OCHA 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.

Under the guidance and supervision of the Head of Gaza Office, the Driver/Logistics Clerk provides reliable and safe driving services to OCHA Staff and performs logistics functions. The Driver/Logistics Clerk demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

The Driver/Logistics Clerk provides driving services to the operations and programme staff in the Country Office, Consultants and Experts and UN staff on mission, and ascertains implementation of logistics tasks with OCHA Gaza office.
The incumbent will be responsible for the following duties:

1. Ensures **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 possible within Israel and West Bank.

2. Meet official personnel and visitors at Erez Crossing Point and support crossing and security procedures and baggage formality arrangements when required.

3. Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs with OCHA Jerusalem Transportation Unit and others as required, timely changes of oil, checking of tires, brakes, car washing, etc.

4. Ensures proper use of vehicles through accurate maintenance of daily vehicle logs and provide inputs to preparation of the office vehicles maintenance plans and reports.

5. Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the Strip, first aid kit and necessary spare parts.

6. Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

7. Work in close liaison with the UN Close Protection team and with other close protection teams of embassies, consulates when required.

8. Maintain safe driving and defensive driving practices.

9. Ensure strict adherence to the Security Procedures as established by UNDSS in Gaza.

10. Assist OCHA Staff by conducting field monitoring visits when requested.

11. Ensure cleanliness of OCHA office and meeting rooms as required

12. Ensure sufficient supplies and materials are available
13. Assist OCHA Staff in meeting preparation (briefing setup preparation, hospitality)

14. Assist in the **reception duties** including photocopying, answering phone calls, send faxes, etc.

15. Perform any **other related tasks** as assigned by the supervisor.

**Corporate Competencies:**

- Demonstrates commitment to OCHA’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
- Provides helpful feedback and advice to others in the office

**Development and Operational Effectiveness**
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues

**Leadership and Self-Management**
- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Responds positively to critical feedback and differing points of views

**Education:**

Secondary Education. Valid Commercial Driving License.

**Experience:**

3 to 4 years of relevant experience in the above mentioned fields. Safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.

**Language requirements:**

Fluency in the language of the duty station and working knowledge of the UN language of the duty station (English).
For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

**How to apply:**

All applicants are requested to email the following document to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

- 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 (2014-010) 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: 12 February 2015**

Applications received after this date will not be considered.

**Women are encouraged to apply**