

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

VACANCY ANNOUNCEMENT # 2021-007**Administration Associate (*National Position*)****Level (ICS-6)****Jerusalem/OCHA oPt**

Contract: Fixed Term Contract, ICS-6
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 (oPt) established three sub-offices in the West Bank: Ramallah, Nablus and Hebron. Through its expanded presence in the field and in the Central Area, the OCHA oPt team ensures adequate support to area-based operational coordination structures, sectoral coordination in priority areas, both operational and policy.

Under the guidance of the Head of Office and the direct supervision of the Administrative Specialist, the Administrative Associate provides administrative and procurement services ensuring high quality, accuracy and consistency of work. The Administrative Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Administrative Associate works in close collaboration with the Administration and Finance Unit, Field Coordination Units, Information Management Unit, Research and Analysis Unit and Humanitarian Financing Unit within the OCHA oPt Office, other UN Agencies staff and OCHA HQ to ensure consistent service delivery.

Within the established delegation of authority, the Administrative Associate will be responsible for the following duties:

- 1. Assists in the implementation of operational strategies.**
- 2. Assists in the acquisition of low value activities for the OCHA oPt office.**
- 3. Provides administrative support to the Administration Unit.**
- 4. Acts as OCHA oPt Travel and Shipment Creator**
- 5. Acts as OCHA oPt's Learning Champion**
- 6. Performs other administrative duties as required**

- 1. Assists in the implementation of operational strategies,** focusing on achievement of the following results:
 - ❑ Full compliance of administrative processes and procedures with UNDP and UNOCHA rules, regulations, policies and strategies.
 - ❑ Full compliance of administrative procedures of UN/Secretariat rules, regulations, policies and strategies.
 - ❑ Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Administration in consultation with the direct supervisor and office management.

- 2. Assists in the acquisition of low value activities for the OCHA oPt office,** focusing on achievement of the following results:
 - ❑ Arranges for low value acquisition for the OCHA oPt office for a value up to USD 10,000 through UMOJA system.
 - ❑ Ensure vendors are registered and enriched as Business Partner in Umoja
 - ❑ Liaises and obtains three quotations, prepares memos and supporting documents for approval by Head of Office.
 - ❑ Creates Purchase Order in UMOJA system for approvals.
 - ❑ Updates vendors database.

- 3. Provides administrative support to the Administration Unit,** focusing on achievement of the following results:
 - ❑ Assists in the preparation of requisition forms and memos for the procurement of activities for OCHA oPt office above the threshold of USD 10,000, for submission to OCHA MENA procurement Group.
 - ❑ Assists in the preparation of supporting documents, including Terms of Reference and specifications for the establishment of Long-Term Contracts for submission to OCHA Procurement Section in Geneva.
 - ❑ Monitors and updates OCHA oPt procurement tracking matrix and the overview of the procurement table.
 - ❑ Monitors expiration of the contracts/leases and send reminders accordingly to the respective focal points.
 - ❑ Prepares official memorandum and supporting documentation for approval by Head of Office and submission to the different Procurement Groups (OCHA MENA Buyer, OCHA Buyer, OCHA Procurement Section)
 - ❑ Creates Umoja Shopping Carts and submit the official request.
 - ❑ Support in organizing and coordinating events, workshops and meetings.

- 4. Acts as OCHA oPt Travel and Shipment Creator in UMOJA,** focusing on achievement of the following results:
 - ❑ Creates official travel requests in UMOJA on behalf of OCHA oPt staff.
 - ❑ Coordinates with the travelers on the creation of the travel request in UMOJA 21 days in advance in line with the established guidance and policy.
 - ❑ Ensures the DSA and terminal expenses are correctly reflected in the travel request.
 - ❑ Ensures the cost assignment is correctly entered.
 - ❑ Ensures amendments and cancellations are processed expeditiously.

- ❑ Monitors the outstanding Travel Requests through the UMOJA travel reports and sends reminders to the responsible parties for actions.
- ❑ Ensures timely submission of the Expense Reports through the Umoja Travel report on behalf of OCHA oPt staff.
- ❑ Liaises with Staff and HQ on the required paperwork for the issuance of UNLPs.
- ❑ Supports staff and follows up on the issuance of visas for official related travel.
- ❑ Creates index for OCHA staff in UMOJA.

5. Acts as OCHA oPt's Learning Champion, focusing on achievement of the following results:

- ❑ Ensures support to managers in assessing learning needs, identifying resources and developing a learning plan for the OCHA oPt office.
- ❑ Liaises between the OCHA oPt office and Learning and Development Unit in HQ, for the dissemination of information and communication on learning, ensuring new offerings or opportunities reach all of OCHA oPt staff.
- ❑ Assists in supporting the implementation of learning and development activities that are locally delivered including training, learning forums, others.
- ❑ Facilitates access of new staff members to information on the OCHA Induction Package.
- ❑ Tracks and monitors staff learning activities, including completion of UN mandatory courses and other activities.

6. Performs other administrative duties as required

Corporate Competencies:

- 1. Innovation:**
Ability to make new and useful ideas work.
Adapts deliverables to meet client needs
- 2. Communication:**
Ability to listen, adapt, persuade and transform
Expresses information and views with adaptive reasoning and appreciation for complexity and variation
- 3. Delivery:**
Ability to get things done while exercising good judgment.
Takes responsibility for addressing critical situations and delivering core value
- 4. Leadership:**
Ability to persuade others to follow
Proactively seeks and recognizes contributions of others
- 5. People Management:**
Ability to improve performance and satisfaction
Appropriately involves team in different stages of work and decision-making

Functional Competencies:

- 1. Office Administration:** Ability to manage day-to-day office activities (including but not limited to policy and procedures maintenance) to meet operational needs.

2. **Quality Assurance:** Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled.
3. **Procurement:** The ability to acquire goods, services or works from an outside external source.
4. **Learning and Development:** Knowledge of enterprise learning and development issues, concepts, and principles, and ability to apply them to enhance the fulfillment and performance of employees.
5. **Team Building:** Ability to work effectively with diverse groups of professionals towards common goals.

Education:

High School Diploma. University Degree in Business or Public Administration is desirable.

Experience:

- 6 years of experience in Administration, Travel Administration or related field at the national or international level is required with High School Degree. *OR*
- 3 years of experience in Administration, Travel Administration or related field at the national or international level is required with BA Degree.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) is required.
- Experience in using functions in ERP systems such as UMOJA, SAP or Oracle is desirable.
- UN Experience is an Asset.

Language requirements:

Proficiency in both Arabic and English languages is required.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 30 September 2021

Applications received after this date will not be considered.

Women are encouraged to apply