

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

VACANCY ANNOUNCEMENT # 2022-002**Executive Associate (*National Position*)****Level (SB3-3)****Jerusalem/OCHA oPt**

Contract: Service Contract, SB3 Level 3
Duty Station: Jerusalem
Duration: Six months
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 and direct supervision of Head of Office, the Executive Associate to OCHA oPt ensures effective and efficient functioning of the OCHA oPt office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Executive Associate to UN OCHA works in close collaboration with Front office and Operations Team in addition to UNDP staff, UN Agencies and national authorities to ensure efficient flow of information, actions on instructions, agendas.

Under the direct supervision of the Head of office, the Executive Associate is responsible for:

- **Acts as Personal Assistant to Head of Office.**
- **Ensures effective and efficient functioning of the OCHA oPt office.**
- **Ensures provision of effective communications support to the office.**
- **Ensures facilitation of knowledge building and management.**
- **Other Tasks that may be required.**

1. Acts as Personal Assistant to Head of Office focusing on achievement of the following result:

- ☐ Arrange for appointments and maintenance of the Head of Office's calendar.
- ☐ Arrange meeting with high-ranking officials, organize and prepare background material for meetings, acting as an interpreter when required and/or taking minutes.
- ☐ Preparation of correspondence, directives, comments on behalf of OCHA oPt for the Head of Office's signature and making follow-up when required.
- ☐ Liaise with Administration on Heads of office's travel plans and prepare the security clearance requests.
- ☐ Coordination and liaison between Head of Office and Heads of Units.
- ☐ Perform any other duties as may be required.

2. Ensures effective and efficient functioning of the OCHA oPt office focusing on achievement of the following results:

- ☐ Maintenance of protocol procedures.
- ☐ Preparation of high-quality briefing materials for supervisor for appointments, meetings, missions.
- ☐ Assemble and maintain strategic coordination data and minute taking for the Head of Office and OCHA oPt meetings.
- ☐ Preparation of informal translations.
- ☐ Management of OCHA oPt missions and representation schedule.
- ☐ Maintenance of rosters of high-level partners, update names, addresses and telephone numbers of UN agencies, NGO's, ministers, government officials and members of the diplomatic corps.
- ☐ Use of automated office management systems for effective functioning of the OCHA oPt office.
- ☐ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to OCHA oPt.

3. Ensures provision of effective communications support to the office focusing on achievement of the following results:

- ☐
- ☐ Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
- ☐ Coordination of the information flow in the office, ensuring a smooth flow of relevant information between units, between the main OCHA office and the field offices as well as with the main constituencies (INGOs, NGOs, donors, UNCT). Provide necessary information and file them accordingly.
- ☐ Facilitation and organization of information sharing between the Humanitarian Country Team and OCHA.
- ☐ Preparation for Donor Briefings send invitations and follow up in a timely manner.

4. Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- ☐ Sound contributions to knowledge networks and communities of practice.
- ☐ Organization of specialized trainings for secretaries.
- ☐ Organization of trainings to UN staff on coordination, administration and protocol issues.

5. **Other Tasks that may be required.**

Corporate Competencies:

Innovation:

Ability to make new and useful ideas work.
Adapts deliverables to meet client needs.

Leadership:

Ability to persuade others to follow.
Proactively seeks and recognizes contributions of others.

People Management:

Ability to improve performance and satisfaction.
Appropriately involves team in different stages of work and decision-making.

Communication:

Ability to listen, adapt, persuade and transform.
Expresses information and views with adaptive reasoning and appreciation for complexity and variation.

Delivery:

Ability to get things done while exercising good judgment.
Takes responsibility for addressing critical situations and delivering core value.

Functional Competencies:

- **Organizational Development:** Knowledge of organizational development concepts, issues and principles and the ability to apply them to strategic and/or practical situations.
Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
- **Operational Effectiveness:** Ability to identify and execute opportunities to improve operational efficiency.
Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work.

Education:

High School Diploma with specialized secretarial training. OR

First University Degree in Business Administration, Public Administration or any other related field is desirable but not a requirement.

Experience:

(6) years of progressively responsible administrative or programme experience is required at the national or international level with High School Diploma. *OR*

(3) years of progressively responsible administrative or programme experience is required at the national or international level with First University Degree. Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web-based management systems. Experience with the United Nations is an asset.

Language requirements:

Proficiency in English and Arabic is required.

Other:

Non-Smoking environment

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: 19 January 2022

Applications received after this date will not be considered.

Women are encouraged to apply