

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

VACANCY ANNOUNCEMENT # 2018-003**Cleaner (*National Position*)*****Part-time*****Level (SB1/Peg2)****Nablus/OCHA oPt**

Contract: Service Contract, SB1/Peg2
Duty Station: Nablus
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.

Under the direct supervision of the Head of the Nablus sub office, the cleaner provides cleaning services ensuring high quality of work.

The incumbent will be responsible for the following duties:

- **General Cleaning Services**
- **Other responsibilities**

1. Ensures the implementation of general cleaning services, focusing on the achievement of the following results:

- Checking on the cleaning stocks and informing the Head of the Northern sub office regarding the stocks of all cleaning, kitchen and bathroom supplies and to maintain a minimum stock
- Cleaning the OCHA office, Nablus sub office to the standard required by the Head of the sub office
- Cleaning and tidying the surrounding open space of the office
- Preparation and cleaning of conference room facilities
- Cleaning inside of vehicles as and when required
- Be prepared to work flexible hours to accommodate the office hour's requirements and assist with official visits and meetings

2. The cleaner may be requested to assist with other responsibilities as follows:

- Assist in moving furniture and office commodities
- Assist in minor maintenance of the office as required.

Education:

Secondary Education.

Experience:

2 years work experience as a cleaner.
UN Experience is an asset.

Language requirements:

Working Knowledge in the language of the duty station; knowledge of the UN language of the duty station.

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: 17 November 2018

Applications received after this date will not be considered.

Women are encouraged to apply