

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

VACANCY ANNOUNCEMENT # 2017-007Field Support Clerk (*National Position*)**Level (ICS-4)****Hebron/OCHA oPt**

Contract:	Fixed Term Contract, ICS-4 (GS4)
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 highly volatile humanitarian situation in the occupied Palestinian territory, especially in Hebron Area, the OCHA Southern Field Coordination Unit (SFCU) has a specific responsibility to (a) disseminate specific information on protection issues to the humanitarian organizations, authorities and donors ; (b) identify and prioritize humanitarian needs; (c) coordinate humanitarian response and identify gaps in the Southern West Bank; and (d) provide necessary support to the OCHA oPt office in coordinating emergency response during natural disasters.

Under the overall guidance of the Deputy Head of Office and direct supervision of the Head of SFCU (HAA), the Field Support Clerk supports in maintaining the adequate functions of SFCU to enable for monitoring, assessment, and analysis of general oPt humanitarian issues.

The incumbent will be responsible for the following duties:**1. Provision of Administrative support to SFCU**

- a. Provides the needed support to OCHA oPt Inventory focal point in conducting regular and ad-hoc maintenance and physical checkup of SFCU assets.
- b. Follows up on the required maintenance for the SFCU building and furniture and inform the HAA of needed interventions.
- c. Supports OCHA oPt Procurement focal point in obtaining quotations for procurement of any products and services for SFCU
- d. Follow up on security clearance requests for SFCU team, ensuring timely submission and approval of the security clearances.
- e. Provision of any relevant tasks assigned by the Head of the FCU. In his/her absence, refers to OCHA oPt Deputy Head of Office for guidance.

2. Supports the HAA in holding local coordination meetings

- a. Prepares the meeting room for briefings and meeting, ensuring and keeps its facilities operating

- b. Prepares and arranges for connection of meetings via VTC or teleconference as required
- c. Ensures that public information products are always available in stock at the SFCU
- d. Prepares briefing packs for meetings and have packs available in SFCU stock

3. Supports the HAA in delivering humanitarian briefings

- a. Assists in the preparation of needed presentations (power point or Prezi) utilizing humanitarian indicators available in OCHA oPt databases.
- b. Assists the OCHA oPt IMU in the preparation of route maps for field briefings and visits conducted by the SFCU
- c. Supports the HAA in leading convoys during field visits
- d. Keeps contact with local representatives of communities included in the field briefing programs

4. Provides needed IM support to SFCU staff and in full coordination with the OCHA oPt IMU

- a. Identifies needed upgrading and maintenance of available electronic/ IT resources
- b. Provides the needed support to OCHA oPt IMU in upgrading and uploading of IM tools and software at the available IT equipment in the SFCU
- c. Works closely with OCHA oPt IMU to solve any rising IM issues relate to the PoC and demolition databases, online maps and email outlook.

5. Serves as SFCU Focal Point for the Winter Storms Portal

- a. Provides necessary support for OCHA oPt IMU in maintaining and upgrading the Winter Storm Portal.
- b. Participates in conducting training for local authorities in Southern West Bank on using and utilizing the Winter Storm Portal.
- c. Be the SFCU focal point during actual winter storms or emergency drills in using the Winter Storm Portal.
- d. Be physically present (when possible) in the Emergency Operation Rooms initiated by the local authorities in Hebron governorate to provide IM support during actual winter storms.

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
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Education:

Secondary Education.

Experience:

2 to 3 years of relevant administrative, Field or any relevant experience. Experience in the usage of computers and office software packages (MS word, Excel, etc). Experience in handling of web-based management systems. UN experience is an asset.

Language requirements:

Fluency in the UN and National 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: 12 October 2017

Applications received after this date will not be considered.

Women are encouraged to apply