

Posting Title:	Fixed Term Appointment
	Driver/ Cleaner, GS-2
Job Code Title:	HUMANITARIAN AFFAIRS
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	Nablus
Posting Period:	24 October 2025 – 30 October 2025
Job Opening number:	2025-012
Duration:	One year

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disaster emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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 too and the need for international assistance.

This job opening is being advertised for the position of Driver/ Cleaner in the Southern West bank Field coordination Sub-Office (Nablus), occupied Palestinian territory (oPt). Under the guidance and direct supervision of the Head of the Southern West Bank Field Coordination Sub-Office.

Responsibilities

Within the delegated authority, the Driver/ Cleaner will aim to provide reliable cleaning and safe driving services to OCHA staff and premises. The Driver/ Cleaner demonstrates a client-oriented approach, a high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.

1. Driver responsibilities:

- Full compliance with the implementation of all security measures for the passengers and the Vehicle during all trips regardless of the location or the travel destination.
- Ensures provision of reliable and secure driving services to authorized personnel.
- Keeps abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings.
- Delivers and collects mail, documents and other items.
- Assist in the mailing and distribution of publications and payments of bills, as required.
- Takes care of the day-to-day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires, etc.; performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
- Logs of official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Ensures that the steps required by rules and regulations are followed in case of involvement in an accident.
- Ensure the availability of SRM Security compliance equipment such as bulletproof helmets/vests, first aid kits/trauma bags accounted for the bulletproof helmets/vests before and after the mission.
- Ensure all required documents/supplies are available, including vehicle insurance, office directory, map of the city/country, and necessary spare parts.
- Ensure vehicles comply with the Minimum Operating Security Standards (MOSS).
- Remain flexible for working additional working hours if required.
- Deals effectively and tactfully with officials and visitors.
- Maintains safe driving and defensive driving practices.
- Ensure strict adherence to the Security Procedures established by UNDSS.
- Applies good judgment in the context of assignments given.
- Take on other duties as required by the office due to shifting operational priorities.

2. Cleaning Responsibilities:

- Checking on the cleaning stocks and informing the Head of the SFCU regarding the stocks of all cleaning, kitchen and bathroom supplies and maintaining a minimum stock as dictated by the Head of the SFCU.
- Cleaning the OCHA, Nablus office to the standard required by the Head of the SFCU.
- Cleaning and tidying the surrounding open space of the office to the standard required by the Head of the SFCU.
- 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 hours' requirements and assist with official visits and meetings.
- Water inside plants as required.

- Upon request by the Head of the FCU, the cleaner may be requested to assist with moving furniture and office commodities and maintain the heaters of the office filled with fuel and ready for usage.

COMPETENCIES

Professionalism – Knowledge of driving rules and regulations. Knowledge of the area and the current condition of roads and highways, security, and safety awareness; familiarity with frequently traveled routes and routines of the more senior staff or the officers. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Able to perform analysis, modeling, and interpretation of data in support of decision-making.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education

- Secondary Education
- A valid commercial driving license is required.

Job Specific Qualifications

Experience:

- A Minimum of 2 years (with Secondary Education) of relevant work experience as a driver with a safe driving record is required.
- Knowledge of the local traffic driving rules and regulations is required.
- C or D driving license Category is required.
- Experience in driving Armored vehicles is desirable.
- Experience in minor vehicle repair and maintenance is desirable.
- Work experience as a driver within the UN system or similar international organization is desirable.

Language:

Fluency in Arabic is required. Working knowledge in English is required. *Fluency equals a rating of "fluent" in all four areas (speak, read, write and understand). Knowledge of equals a rating of "confident" or "fluent" in at least two of the four areas.*

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice: This Fixed Term Appointment position is currently available for a duration of one year, the contract will be administered by the United Nations Development Programme (UNDP) on behalf of OCHA. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. This position is a general services position and will be based in Nablus, OPT. Candidates of the general services category are required to be authorized to work in the country where this position is located. Appointment against this post is on a local basis. While this assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Subject to the funding source of the position, the eligibility for this job opening may be limited to candidates based at the duty station. Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current need period are not eligible to apply. Submitting an application or selection for the current job opening does not delay or increase the mandatory age of separation. Retirees above the mandatory age of separation who wish to be considered for the current job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and

operationally sound solution to meet the needs of the service. The United Nations Secretariat is committed to achieving a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile

and qualifications to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the OCHA oPt's website will be removed at 11:59 p.m. (Jerusalem time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS 30 October 2025

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.