

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

VACANCY ANNOUNCEMENT # 2011-001
Administrative Associate (*National Position*)
Jerusalem/OCHA oPt

Contract: Service Contract, SB3 Peg 3
Duty Station: Jerusalem
Duration: 8 months
Starting Date: asap

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 has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food security etc, and national-level coordination at both the operational and policy levels.

Under the direct supervision of the Finance Analyst, the incumbent will be responsible for the following duties:

Facilitate the Human Resources and administrative activities to enable the running of the OCHA Jerusalem HQ office and Field Coordination Units

1. Administration and Implementation of HR strategies and policies:

- Full compliance of HR rules and regulations, UNDP policies, procedures and strategies; effective implementation of internal control framework, proper functioning of the HR management system.
- Provision of information to the management and staff on strategies, changes in rules and regulations.

2. Provision of HR services for OCHA National Staff:

- Recruitment processes including provision of input to job classification process, vacancy announcement, screening of candidates and participation as HR representative in interview panels.

- Ensure full documentation on recruitment is forwarded to UNDP in a timely manner.
- Representation of OCHA oPt in Compliance Review Panel (CRP) and Contracts, Assets and Procurement Committee (CAP) processes at UNDP.
- Represent OCHA in the HR monthly meetings.

3. Provision of HR and administrative services for OCHA International Staff:

- Advise on service visa arrangements for newly appointed international staff.
- Follow up on issuance and extensions of visas, UNLPs and MOFA ID Cards for OCHA International Staff members in a timely manner.
- Report to Geneva HQ on arrival of International staff member.
- Follow up on R&R and Home leave entitlements and forward proper documentation upon completion by staff member to Geneva HQ in a timely manner.
- Ensure documentation on separation for OCHA International staff is properly prepared and forwarded to Geneva HQ in a timely manner

4. Provision of Administrative services:

- Follow up on all administrative arrangements for visitors and secondees by coordinating visas, transportation and accommodation.
- Follow up on issuance of UNDP ID cards for OCHA National and International Staff.
- Preparation of entry/exit permit requests to Gaza for National staff and follow up with Israeli DCL on the status of the applications.
- Preparation of entry/exit permit requests for OCHA West Bank staff to Jerusalem with Israeli DCL.
- Maintain data for Personnel Records.
- Provide the new staff members upon arrival with a package that has all the entitlements and privileges under the Staff Rules and Regulations.
- Focal Point for OCHA oPt Contact Management System “OCM”.
- Focal point for updating the contact information on DSS (Department of Safety and Security) website.

Education:

University Degree in Business Administration, Public Administration or any related field.

Experience:

2 to 3 years of progressively responsible administrative, programme, HR or any related field experience is required at the national or international levels. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience in handling of web based management systems.

UN and/or HR experience is preferable.

Language requirements:

Fluency in the UN and national language of the duty station.

How to apply:

For a full description of the post please visit the vacancies section on the OCHA – oPt website: www.ochaopt.org

All applicants are requested to email the completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: [*hr@ochaopt.org*](mailto:hr@ochaopt.org). The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated if you can state your full name and the OCHA vacancy notice number (2011-001) as the subject in your e-mail application.

Only qualified candidates should apply and only those who have been short listed will be contacted.

CLOSING DATE FOR APPLICATIONS: 04 February 2011

Applications received after this date will not be considered.

Women are encouraged to apply