

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

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**VACANCY ANNOUNCEMENT # 2022-013****Field Support Clerk (*National Position*)****Level (ICS-4)****Gaza/OCHA oPt**

<b>Contract:</b>	Fixed Term Contract, ICS-4
<b>Duty Station:</b>	Gaza
<b>Duration:</b>	One year with possibility of extension
<b>Starting Date:</b>	As soon as possible

The OCHA 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 thereto 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 will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and the Gaza Strip, amongst humanitarian partners, local and international media, policy makers, governmental and non-governmental actors. The OCHA 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 - both operational and policy.

Under the guidance and supervision of the Head of Gaza sub-office (HoSO), the Field Support Clerk provides administrative and logistics support to the OCHA team in Gaza. She/he demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact, and the ability to work with people of different national and cultural backgrounds.

**The incumbent will be responsible, as requested, for the following duties:**

- **Provision of administrative and logistical support to the Gaza sub-office.**
- **Support the preparation of OCHA Gaza workshops and meetings.**
- **Support the organization of field visits and the delivery of humanitarian briefings.**
- **Ensure follow up of staff's attendance records.**
- **Perform any other relevant tasks.**

## **1. Provision of administrative and logistical support to the Gaza sub-office**

- Provides the needed support to OCHA oPt Inventory focal point in conducting regular and ad-hoc maintenance and physical checkup of the Gaza sub-office assets.
- Follows up on the required maintenance and/or upgrades for the sub-office premises, vehicles and furniture and inform the HoSO of needed interventions.
- Supports OCHA oPt procurement focal point in obtaining quotations for procurement of any products and services for the sub-office.
- Maintains inventory stock records for stationery and office supplies and arranges for replenishment accordingly.
- Assists in the reception duties including photocopying, answering phone calls, sending digital scans and sub-office pouch, maintaining the registry of incoming and outgoing mail.
- Provide the needed support to the assigned Gaza sub-office's petty cash custodian and ensure all payment receipts are received and maintained.
- Supports on any other relevant tasks assigned by the HoSO.

## **2. Support the preparation of OCHA Gaza workshops and meetings**

- Prepares stationary supplies required for the workshops and meetings; dealing with special requests and follow up for the provision of required items.
- Arranges for delivery of supplies to the event.
- Facilitates the registry process of invitees at the event to ensure that invoices (eg: number of people for lunch or coffee breaks) accurately the number of participants.
- Helps with logistical issues at the event liaising with the service providers for the needed equipment.

## **3. Support the organization of field visits and the delivery of humanitarian briefings**

- Assists in the preparation of needed presentations and briefing kits/folders.
- Assists IMU colleagues in the preparation of route maps for field briefings and visits organized by the sub-office.
- Keeps contact with local representatives of communities in the areas visited.
- Provides logistical support for field visits and meetings organized in the field, this includes among other, reconnaissance visits, catering requirements and other related tasks.
- Assist in capturing and providing photos for the office events when required.

## **4. Ensure follow up of staff's attendance records**

- Collates monthly personnel attendance records and ensure accurate annual leave records and supporting documentation.
- Ensures that attendance sheets are supported with the required documentation such as sick leave/ training forms/annual leave requests/CTO.
- Updates the Annual Leave Balance for OCHA Gaza staff on a monthly basis.
- Advises on leave balances and cut off dates to OCHA Gaza staff.

## 5. Perform any other relevant tasks, which include but are not limited to:

- Document emerging humanitarian situations when requested, for example collecting reports and photographing situations as appropriate.
- Perform any other related tasks.

### Corporate Competencies:

- **Achieve Results:** Plans and monitors own work, pays attention to details, delivers quality work by the deadline.
- **Think Innovatively:** Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements
- **Learn Continuously:** Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.
- **Adapt with Agility:** Adapts to change, constructively handles ambiguity/uncertainty, is flexible.
- **Act with Determination:** Shows drive and motivation, able to deliver calmly in face of adversity, confident.
- **Engage and Partner:** Demonstrates compassion/understanding towards others, forms positive relationships
- **Enable Diversity and Inclusion:** Appreciate/respect differences, be aware of unconscious bias, confront discrimination

### Functional Competencies:

- **Project Management** Ability to plan, organize, prioritize, and control resources, procedures, and protocols to achieve specific goals
- **Communication:** Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
- **Customer Satisfaction/Client Management:** Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.
- **Operations Management:** Ability to effectively plan, organize, and oversee the Organization's business processes in order to convert its assets into the best results in the most efficient manner. • Knowledge of relevant concepts and mechanisms.

### Education:

- Secondary education is required.
- A first-level University degree in finance, Accounting, Economics, Business Administration, Project Management, or any related field will be given due consideration.

### Experience

- Minimum (4) four years with Secondary education or (2) years with first- level University of progressively responsible experience at the national or international levels in logistics, administration, field work or any other related field.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc, is required)
- Experience with UN or International organization or a humanitarian organization is desired.
- Experience in supporting arrangements of field visits or inter-agency events is desired.
- Knowledge of UN Rules and Regulations is desired.

**Language requirements:**

Fluency in English and Arabic language both spoken and written is required.

**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: 27 October 2022**

Applications received after this date will not be considered.

**Women are encouraged to apply**