

Posting Title: Temporary Appointment
Administrative Assistant, Level ICS-5

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: East Jerusalem

Posting Period: 12 October 2024 – 25 October 2024

Job Opening number: 2024-029

Duration: six months with possibility of extension

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 disasters and 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) 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 temporary job opening is being advertised for the position of Administrative Assistant in East Jerusalem, occupied Palestinian territory (oPt). The incumbent reports to the Head of the Administration Unit.

The Administrative Assistant works in close collaboration with the Administration and Finance Unit, Field Coordination Units, Information Management Unit, Research and Analysis Unit and Humanitarian Financing Unit within the OCHA oPt Office, other UN Agencies staff and OCHA HQ to ensure consistent service delivery.

Responsibilities: Within delegated authority, the Administrative Assistant will be responsible for the following duties:

Assists in the **implementation of operational strategies** focusing on achievement of the following results:

- Full compliance of administrative and financial procedures of UN/Secretariat rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

Human Resources Responsibilities:

- Supports the recruitment processes for the OCHA oPt office by assisting in the preparation of vacancy announcements, reviewing of applications, and providing a short list to hiring managers.
- Acts as an HR Representative during interviews, and drafts interview reports for the the Head of Administration review.

- Assists in the facilitation of (*recruitment verification*) of the selected candidates by initiating and following up on reference checks and academic verifications and ensuring completion of pre-recruitment formalities.
- Assists in planning, organizing, developing, and administering tests related to recruitment of general service and other categories of staff.
- Maintain digital recruitment files, track recruitment progress, and update managers on necessary actions.
- Send out rejection/regret letters.
- Update the OCHA oPt recruitment Roster.
- Prepares classification requests for positions.

Financial Responsibilities:

- Supports the replenishment of the imprest account in accordance with established procedures and guidelines.
- Maintains accurate and complete imprest account records and receipts.
- Ensure that all invoices and receipts submitted for reimbursement adhere to the established guidelines.
- Replenishment of the imprest account regularly in UMOJA, ensuring invoices and supporting documents are attached to each journal disbursement transaction in UMOJA.
- Ensure the availability of funds in the Imprest Account.

Procurement Responsibilities:

- Assists in the preparation of requisition forms, supporting documents and memos for the procurement of activities for OCHA oPt office in line with established rules and regulations.
- Assists in the preparation of supporting documents, including Terms of Reference and specifications for the establishment of Long-Term Contracts for submission to OCHA Procurement Section in Geneva.

- Monitors and updates OCHA oPt procurement tracking matrix and the overview of the procurement table.
- Supports in taking the necessary actions in UMOJA for Service Entry Sheets, Shopping Carts and Purchase Orders.
- Perform other duties as required.

Competencies:

PROFESSIONALISM: Knowledge of wide range of humanitarian assistance, emergency relief and related human rights issues. Conceptual and strategic analytical capacity, to include ability to analyze and articulate the humanitarian dimension of complex issues that require a coordinated UN response. Demonstrated problem-solving skills and judgment in applying technical expertise to resolve a wide range of complex issues/problems. Knowledge of region or country of assignment, including the political, economic, and social dimensions. Ability to negotiate and to influence others to reach agreement. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). Knowledge of institutional mandates, policies and guidelines pertaining to humanitarian affairs and knowledge of the institutions of the UN system. Demonstrated ability to complete in-depth studies and to formulate conclusions/recommendations. Ability to relate humanitarian affairs issues and perspectives, including gender issues, to political, economic, social, and human rights programmes in affected country/region. Shows pride in work and in 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate

amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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 is required.
- Bachelor's degree in business or public administration, finance, accounting, or law will be given consideration, but it is not a requirement.

Job Specific Qualifications

Experience:

- Minimum of 5 years (with high school diploma) or 3 years (with bachelor's degree) of relevant experience in Administration, Human Resources, Management, or related area is required.
- At least two (2) years of experience in the application of rules and regulations covering entitlements, benefits, and contract administration within the United Nations Common System or similar international organization is required.
- Experience in Human Resources and recruitment is required.
- Experience in ECC modules of an ERP system, such as SAP, is desirable.
- Experience in data analytics or related area is desirable.

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Prior experience with the UN System or international NGO is desirable.

Language:

English and French are the working languages of the UN Secretariat. Fluency in English and Arabic 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 temporary position is currently available for the duration of six months, with the possibility of extension subject to satisfactory performance and availability of funds. 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 Service position and will be based in East Jerusalem, oPt. Candidates of the General Service category is 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 temporary 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 temporary 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 temporary need period are not eligible to apply. Submitting an application or selection for the current temporary 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 temporary 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: 25 October 2024

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.