

Posting Title: Fixed Term Appointment
Field Support Clerk, Level ICS-4

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: Gaza

Posting Period: 05 September 2024 – 11 September 2024

Job Opening number: 2024-022

Duration: One Year 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) 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.

In order to meet the increased need for coordination, advocacy and information, the OCHA office in the occupied Palestinian territory (oPt) needs to strengthen its team in the Gaza strip, The position of the Humanitarian Affairs Analyst will work in close collaboration with various units in the OCHA oPt office, various UN agencies, NGOs, authorities, local communities, ... etc.

Under the guidance and supervision of the Administrative Associate), 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.

Responsibilities: Within delegated authority, the incumbent will be responsible, as requested, for the following duties:

- Provision of administrative and logistical support to the Gaza sub-office including fleet management.
- 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 attendance records.
- 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 informs 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.
 - Follows up closely with other colleagues on cleaning, security and other areas related to the office and guesthouse staff.
 - 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 office events when required.
4. Ensure follow-up of staff's attendance records.
- Collates monthly personnel attendance records and ensures 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. 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

Competencies:

PROFESSIONALISM: Knowledge and understanding of humanitarian, emergency relief assistance, and related humanitarian issues. Ability to identify issues, analyze, and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, work under pressure, and on occasion in a highly stressful environment (e.g., civil strife, natural disasters, and human misery). 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Qualifications:

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

Job Specific Qualifications

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:

- Fluency in English and Arabic (both oral and written) is required.

Assessment:

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

Special Notice: This is a fixed term position and is currently available for the duration of one year, 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 Services position and will be based in Gaza, 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 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 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: 11 September 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.