

Posting Title : Logistics Associate, G6
Job Code Title : LOGISTICS ASSISTANT
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : EAST JERUSALEM
Posting Period : 4 June 2024-17 June 2024
Job Opening number : 24-LOG-OCHA-235813-J-EAST JERUSALEM (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position is based in the Office of the Senior Humanitarian and Reconstruction Coordinator for Gaza. On 22 December 2023, the Security Council adopted resolution 2720 (2023), requesting the Secretary-General, with the objective of expediting the delivery of humanitarian assistance to the civilian population in the Gaza Strip, to appoint expeditiously a Senior Humanitarian and Reconstruction Coordinator with responsibility for facilitating, coordinating, monitoring, and verifying in Gaza, as appropriate, the humanitarian nature of all humanitarian relief consignments to Gaza provided through states which are not party to the conflict, and further requesting that the Coordinator expeditiously establish a UN mechanism for accelerating the provision of humanitarian relief consignments to Gaza through states which are not party to the conflict, consulting all relevant parties, with the goal of expediting, streamlining, and accelerating the process of providing assistance while continuing to help ensure that aid reaches its civilian destination, and demanding that the parties to the conflict cooperate with the Coordinator to fulfil their mandate without delay or obstruction.

This temporary job opening is being published for the position of Logistics Associate, based in East Jerusalem, occupied Palestinian territories. Under the overall supervision of the Deputy Chief of Staff, the incumbent reports to the Head of Administration Unit.

Responsibilities

Within delegated authority, the Logistics Associate will be responsible for the following duties:

- Assists with the provision of operational support services to all components of the Office of the Senior Humanitarian and Reconstruction Coordinator for Gaza, including assisting the

Head of Administration Unit in coordinating and monitoring multiple and diverse activities and work processes to ensure support services and products are delivered in a timely manner.

- Assists in time management, and scheduling of activities, on behalf of the Head of Administration Unit with appropriate consultation as required, and effectively prioritizes competing demands.
- Screens and prioritizes all incoming correspondence; compiles relevant background documents and references; identifies issues requiring the Head of Administration Unit attention and refers others to the relevant process and/or action owners for appropriate disposition; monitors and follows up on actions to be taken.
- Assists in preparing presentations and briefings, including, researching, compiling, summarizing background materials, researching issues, preparing briefing notes, slides, and subject files, gathering relevant documentation, etc.
- Assists in improving administrative procedures and systems to ensure smooth functioning of the office, including filing (paper and electronic) systems, development of standard operating procedures, guidelines, advisers, and other relevant operational arrangements.
- Assists in organizing official receptions, events, and meetings, including handling all necessary arrangements (e.g., hotel accommodations & meeting venue reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.) and other conferences/events management-related services and contractual arrangements.
- Assists with a wide range of administrative duties/processes, such as performing Enterprise Resource Planning (ERP) roles related to travel administration and time/attendance monitoring functions, and also be responsible for visa, accreditation, and other immigration-related processes and procedures.
- Assists the Head of the Administration Unit with various Supply Chain Management processes and activities, and may serve as a focal point for property management and other logistical planning and execution activities, including performing the function of a Requisitioner (ERP) for goods and services for all non-ICT requirements of the Office.
- Exercises quality-control functions for all outgoing documents; proofreads and edits texts for adherence to the format, grammar, punctuation, and style and assists in managing, updating, and further developing internal databases, a variety of standard and non-standard statistical and other reports from various databases.
- Responsible for ensuring administrative and inventory compliance, improving business processes, and supporting office maintenance and asset management through accurate record-keeping and property verification in line with OCHA's rules and SOPs.
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards, and other documents. Creates, monitors, and reviews travel requests and expense reports. Review supporting documentation for completeness, accuracy, reasonableness, validity, and conformity with UN Rules.
- Administrative and logistical support to the Security Advisor and the Close Protection Team. Support with coordination of joint activities with UN security services on the ground.
- Management of the office vehicles and supervision of the drivers to meet and facilitate the office needs.
- Assists with the coordination of travel for the SHRC and other colleagues (e.g, booking flights, hotels, visas, residency, processing travel requests through UMOJA, following up on payments, and ground transportation).
- Facilitates procurement of purchase orders and shopping carts in compliance with UN rules through UMOJA, manages procurement processes, and supports service acquisition.

- Maintain administrative control records such as commitments and expenditures.
- Maintenance of records on assets management, and preparation of reports.
- Performs other duties as assigned.

Competencies

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. Able to perform analysis, modelling 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.

PLANNING AND 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.

Education

A high school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years of progressively responsible experience in the field of administrative services, general office support, logistics, finance, or other related areas is required. The minimum years of relevant experience is reduced to five (5) years for candidates who possess a first-level university degree or higher.

Experience working with Enterprise Resource Planning (ERP) systems such as Umoja or Atlas is desirable.

Experience in the use of Microsoft Office Suite, including Word, Excel, PowerPoint, SharePoint, and Microsoft Teams, is desirable.

Experience working on administrative and logistics issues within the United Nations Common System or a comparable international organization is desirable.

Experience in providing administrative support to remote field teams operating in complex emergency settings is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in English (both oral and written) is required. Knowledge of Hebrew and/or Arabic language is desirable.

Assessment

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

Special Notice

This is a project-funded post. This temporary position is currently available through 30 September 2024, 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 Jerusalem, occupied Palestinian territories. Candidates of the General Service 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 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.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the *inspira* account-holder homepage.

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 according to the instructions provided in *inspira* 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 Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.