

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Administrative Clerk
Duty Station: UNDP/PAPP – Jerusalem
Procurement Unit
Deadline: 19 April 2007

Duties and Responsibilities:

Under the direct supervision of the Procurement Specialist (Head of Procurement), the incumbent is expected to:

1. Set-up and maintain an organized filing system.
2. Assist in monitoring schedules and timetables for tender dead lines and bid openings.
3. Draft, edit and distributes minutes of meetings to all procurement team members.
4. Screen in-coming and out-going mail and distribute them according to recipients.
5. Create new vendors in UNDP existing Atlas system.
6. Raise requisitions in Atlas system for required items by the procurement unit only.
7. Responsible for the custody, distribution and replenishment of stationery supplies for the Procurement Unit.
8. Manage mail movement between the Procurement Unit and UNDP/PAPP main building.
9. Draft letters in English and Arabic when required.
10. Maintain and update procurement activities and contracts log sheets.
11. Arrange meetings with contractors, counterparts and UNDP staff members.
12. Maintains and update the inventory records of the procurement unit in coordination with UNDP/PAPP inventory focal person.
13. Receive visitors and answer phone calls.
14. Other duties as required.

Minimum Qualification:

1. A secondary school diploma.
2. Secretary's Diploma.
3. Minimum two years of relevant working experience.
4. Work experience with International and/or UN agencies would be an asset.
5. Fluent in Arabic and good command of the English language. Knowledge of the Hebrew language is an asset.
6. Excellent command of MS Office applications.
7. Excellent communication skills, team player.

To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem,



specifying the position: **Administrative Clerk/Procurement**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.

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