

## 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:** East Jerusalem, oPt

**Duration:** 12 months

**Deadline:** 23 February 2007

UNDP/PAPP is seeking an administrative clerk to assist in the Jerusalem office with the management of the transportation fleet, logistical support and functioning of cost recovery system.

### **Duties and Responsibilities:**

Under the overall guidance of the Deputy Special Representative (Operations) and the direct supervision of the Operations Associate, the Administrative Clerk is expected to:

- Ensure provision of office vehicles for the transport of authorized project and management personnel.
- Ensure cost-savings through proper use of official vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle.
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Arrange for the meeting of official personnel at the airport and facilitates immigration and custom formalities.
- Assign daily activities for drivers and other staff under his/her supervision in accordance to office needs including accommodation of emergency requirements.
- Prepare annual RCAs and evaluation forms for drivers and other staff under his/her supervision.
- Ensure that all in-coming/outgoing mail is distributed in a timely manner.
- Track pertinent information for each individual official vehicle, such as, insurance expiration date, motor number, license expiration date, chassis number, etc.
- Prepare payment requests on Atlas for various invoices concerning official vehicles and office utilities.
- Provision of inputs for preparation of cost-recovery bills to the Finance Unit for the personal use of official vehicles provided by UNDP.

### **Competencies:**

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.



- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair
- Demonstrates excellent knowledge of protocol
- Demonstrates excellent knowledge of security issues
- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Responds positively to critical feedback and differing points of views

**Qualifications:**

- Secondary Education diploma.
- Valid driver's license.
- Minimum of 3 years experience in a relevant field.
- Knowledge of driving rules and regulations.
- Experience working with UN or international organizations is highly desirable.
- Proficiency in English and Arabic languages, written and oral. Knowledge of Hebrew language is desirable.
- Ability to work under pressure, adhere to guidelines and meet strict deadlines.
- Excellent writing and reporting skills.
- Computer literacy in Word and Excel software.

**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-Jerusalem**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) or by fax to 02-6268223.
- Deadline: **23 February 2007**
- Candidates who have previously applied **need not** apply again.