

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement Administrative Assistant

The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) invites internal and outside candidates to apply for the following vacancy:

Position: Administrative Assistant
Duty Station: Gaza

General Duties & Responsibilities:

Under the direct supervision of the Head of UNDP Gaza Office, the "Administrative Assistant" is expected to provide administrative support and secretarial assistance including the following:

1. Responsible for the Gaza Guards.
2. Responsible for vehicle maintenance and movement inside and outside Gaza.
3. Prepare service agreements with suppliers regarding cleaning & condition of premises.
4. Arrange maintenance of office equipment.
5. Responsible for all Gaza office procurement.
6. Custodian of petty cash at the Gaza Office.
7. Assist the Head of Office in preparing the budget for yearly office needs and yearly office work-plan.
8. Focal Point for the Administrative issues in Gaza.
9. Provide assistance to HR on personnel issues.
10. Perform other duties as required.

Qualifications :

1. Secondary school diploma.
2. Minimum five-years of related experience. Work experience with International and/or UN Agencies would be an asset.
3. Fluent in English and Arabic.
4. Excellent command of MS Office applications.
5. Excellent communication skills, team player.
6. Ability to work under pressure and to meet strict deadlines.
7. Self disciplined with strong work ethics.
8. Secretarial courses are an asset.

Interested candidates should send their application to UNDP/PAPP Jerusalem Fax number 02-6268223 or by e-mail to hr.ps@undp.org specify the position Administrative Assistant in Gaza.
Deadline: September 18th.

Only short-listed candidates will be contacted.