

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement Administrative Clerk

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 Clerk for the Engineering Unit
Duty Station: Gaza

General Duties & Responsibilities:

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

1. Type in English and Arabic a wide variety of material.
2. File all Engineering Unit correspondence using UNDP established filing system.
3. Take minutes of meeting when required.
4. Complete attendance sheets and make sure they are signed and submitted promptly.
5. Draft correspondence on routine matters.
6. Send faxes and distribute incoming mail.
7. Classify, update, and make accessible all lists of classified contractors and consultants.
8. Photocopy and bind all tender documents, and control the selling of tenders through proper registration.
9. Maintain and update all engineering personnel files.
10. Perform other duties as required.

Qualifications :

1. Secondary school diploma.
2. Minimum three years of related experience. Work experience with International and/or UN Agencies would be an asset.
3. Fluent in Arabic and good command of the English language.
4. Excellent command of MS Office applications.
5. Excellent communication skills, team player.
6. Ability to work under pressure and 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 Clerk for the Engineering Unit in Gaza Office.

Deadline: September 18th.

Only short-listed candidates will be contacted.