



The United Nations Human Settlements Programme (UN-HABITAT)/Special Human Settlements Programme for the Palestinian People (SHSPPP) is executing the establishment of the housing and income generating programme for widowed and poor women in Al-Khalil, West Bank, occupied Palestinian territories. The programme is funded by the Saudi Committee for the Palestinian People Relief; UN-HABITAT seeks qualified applicants for the following position:

Position Details

| | |
|---------------|--|
| Post Title | Administration/Logistics Assistant |
| Duty Station | Al Khalil/ West Bank |
| Working hours | 8 am to 4 pm, Saturday to Thursday, |
| Duration | 12 months, renewable subject to availability of funds and up to two years |
| Remuneration | dependant on experience and qualifications |

Background

The United Nations Human Settlements Programme (UN-HABITAT)/Special Human Settlements Programme for the Palestinian People (SHSPPP) is executing the establishment of the Housing and Income Generating Programme for Widowed and Poor women in Al-Khalil, West Bank, occupied Palestinian territories. The programme is funded by the Saudi Committee for the Palestinian People Relief.

The Administration/Logistics Assistant will report directly to the UN-HABITAT Project Manager. The Administration / Logistics Assistant will liaise regularly with UNDP support staff to ensure smooth support for the project.

Duties and Responsibilities

The Administration/Logistics Assistant reports to the UN-HABITAT Project Manager and carries out the following:

- Provide Project administration and Logistics support to the Project Manager and Project Team in their daily tasks. This includes but not limited to: drafting letters and faxes in English and Arabic, copying, filing, record keeping, data input and UN-HABITAT system follow up and processing
- Set up and maintain an organized filing system and establish document control procedures.
- Ensure prompt compiling, copying and distribution of all project reports.
- Process minor procurement requests for items such as stationary, business cards according to UNDP rules and regulations.

- Assist in monitoring schedules and time tables in cooperation with the Project Manager.
- Draft, edit and distribute minutes for the project executive group and project team meetings.
- Liaise with the administration staff of the counterparts on project related issues.
- Perform relevant duties as assigned

Required Competencies & Knowledge

General competencies:

- Personal interest, commitment, efficiency, flexibility and willingness to work in a highly motivated team of professionals.
- Ability to adapt to difficult working environment, under pressure and with limited timeframes.
- Excellent inter-personal and general communication skills.
- Advance knowledge of working with internet based applications and languages.
- Professionalism
- Integrity
- Enthusiasm
- Commitment
- Planning and Organizing
- Communication
- Judgment and Decision Making
- High proficiency with computers in particular MS Word, MS Excel, MS Outlook and the Internet
- High organizational skills
- Able to work efficiently with minimal direction

Managerial Competencies:

- Demonstrated ability to assist with the production and management of all project documentation to a professional and accurate standard.
- Ability to move paperwork and administration through hurdles, quickly and efficiently.
- Ability to prepare files for Audit and manage ongoing administration.

Academic Qualifications/Experience/Language

Education and experience:

- Diploma or Degree in administration or related field.
- Minimum 2 years of relevant working experience.
- Experience in supporting project and team management

Work Experience

Previous work experience with UNDP, or other UN agencies is an asset

Languages

- Good in written and spoken English. Arabic is essential.

Other considerations

- Knowledge of UN policies, procedures and operations would be an asset.
- Current drivers license essential.

To Apply: Interested candidates should apply online at <http://jobs.undp.ps>

Deadline: 4 December 2007

For more information on UN-HABITAT, including its core values and competencies, please visit the UN-HABITAT website at www.unhabitat.org.

“UN-HABITAT is an equal opportunity employer: applications from men and women will be considered equally”