

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Position: Logistics Clerk

Duty Station: Jerusalem

General Duties & Responsibilities:

Under the guidance of the Deputy Special Representative and the direct supervision of the Operations Associate, the Logistics Clerk is expected to:

- Provide clerical assistance for mail movement between UNDP Jerusalem office, post office, UNTSO pouch and other UN organizations.
- Provide clerical assistance for initial set up for new offices including equipment, telephone lines, contracts and construction.
- Follow up action with the various telecommunication companies regarding maintenance, upgrading mobiles, acquiring international lines, adding new lines and payment issues.
- Provide logistical assistance for maintenance of electricity, telephone lines, excess office equipment and furniture, climate control and security equipment for the main Jerusalem office as well as the other Jerusalem premises.
- Process minor procurement requests for items such as, stationery, business cards and VHF radios according to the UNDP rules and regulations.
- Use the Atlas system to issue Purchase orders, vendor forms and payments.
- Liaise with suppliers to ensure receipt of goods and distribute checks.
- Perform other duties as required.

Minimum Qualifications:

- A Secondary school diploma.
- Minimum two years of relevant working experience. Work experience with International and/or UN agencies would be an asset.
- Fluent in Arabic and good command of the English language. Knowledge of the Hebrew language is an asset.
- Excellent command of MS Office applications.
- Excellent communication skills, team player.
- Valid driving license is required.
- Ability to work under pressure and meet strict deadlines.



To Apply:

- Interested candidates should send their application to UNDP/PAPP Offices in Jerusalem, specifying the position: **Logistics Clerk/Jerusalem**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **Monday 18 December 06**.
- Only short-listed candidates will be contacted.