

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



VACANCY POST

Post Title: Logistics Clerk

Duty Station: Ramallah

Duration: 6 months (possible extension for 6 months)

Deadline: 18 September 2007

UNDP/PAPP is seeking qualified candidates to apply for the vacancy of logistics clerk for the UNDP/PAPP Ramallah office.

Duties and Responsibilities:

Under the overall guidance of the Deputy Special Representative (Operations) and the direct supervision of the Admin/Operations Associate, the "Logistics Clerk" is expected to provide backstopping logistical assistance at the UNDP/PAPP Ramallah Office including the following:

- Responsible for all Administrative activities at the UNDP Ramallah Office.
- Act as a liaison between the UNDP Ramallah office and the UN Agencies located in the same building;
- Facilitate the logistics activities between UNDP different Offices in the West Bank and Jerusalem as necessary and maintain a follow up system;
- Responsible for mail movements between UNDP's different offices in the West Bank and Jerusalem;
- In charge of Inventory of UNDP Ramallah office assets;
- Assist in UNDP's security activities in the building;;
- Prepare non-substantive correspondence and ensure follow-up when necessary;
- Maintain office records and reference files on various subjects;
- Perform other duties as required.

Minimum Qualifications:

- Completion of Secondary school education.
- Minimum 2 years of relevant experience.
- Work experience with International and/or UN Agencies would be an asset.
- Fluent in English and Arabic.
- Must be a Palestinian National.
- Public driving license is an asset.

Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Shares knowledge and experience.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.
- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, office and vehicle maintenance and general administration work.
- Ability to review data, identify and adjust discrepancies.
- Ability to produce accurate and well documented records conforming to the required standard.
- Ability to handle a large volume of work possibly under time constraints.
- Good knowledge of administrative rules and regulations.
- Strong IT skills.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.

To Apply:

Interested candidates should access: <http://jobs.undp.ps>

Deadline: 18 September 2007

"UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally"