


Operations Assistant, FTA, GS5 (East Jerusalem)

East Jerusalem, Palestine, State of

JOB INFO

Job Identification	22392
Posting Date	12/03/2024, 01:08 PM
Apply Before	12/11/2024, 11:59 PM
Job Schedule	Full time
Locations	 East Jerusalem, Palestine, State of
Grade	GS5
Vacancy Type	Fixed Term
Rotational/Non Rotational	Non-Rotational
Contract Duration	1 Year with Possibility for extension
Education & Work Experience	High School certificate - 5 year(s) experience
Required Languages	Arabic, English
Vacancy Timeline	1 Week
Job Category	Administration/Operations/Support

JOB DESCRIPTION

The Position:

The Operations Assistant provides administrative and financial support to UNFPA Palestine Country Office.

You will report directly to the Operations Manager UNFPA East Jerusalem.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Operations Assistant position is located in the Palestine country office. Under the direct guidance and supervision of the Operations Manager, and as a member of the operations team, the Operations Assistant provides administrative support to the office, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

You would be responsible for:

The Operations Assistant works with and provides support to the members of the Palestine Country Office, both programme and operations. Contacts with staff and other personnel to promote achievement of common goals and shared objectives and demonstrate personal commitment to UNFPA's mandate and organizational vision.

I. Travel

- Handles all travel related arrangements, including travel authorization, processing relevant payments, booking tickets and hotels, obtaining visa, registration and hotel booking at destination, arranging transportation, settling F-10 claims and other related tasks (act as Travel Arranger in Quantum).
- Develops tools and mechanisms for effective and efficient monitoring of travel plans and budgets, coordinate compilation of administrative and financial data in relation to travel and provide accurate and up-dated information to the Administrative and Finance Assists operations team on procurement, administrative tasks related to the premises, daily office operations, and any required logistical support for newcomers.
- Liaises with UNDP and relevant MOFA departments and other state entities to obtain relevant clearances, accreditation, permissions etc in relation to CO premises and staff.

II. Logistics and fleet management

- Provide support in preparing Low Value Purchase Orders - LVPOs and Notes for the File - NFFs.
- Provide support and follow up with regards to the fleet management records - daily log, gas consumption and maintenance documents.
- Coordinates vehicle schedule. Arranges regular vehicle maintenance and insurance. Check the vehicle.

III. Human Resources (HR)

- Provide support in checking and maintaining attendance records, leave reports and answering queries related to leave entitlements and accruals.
- Provide support for the preparation of leave plans on a quarterly basis and updating them regularly.
- Provide support in submitting requests for UN IDs and UN driving License.

IV . General Administration/Finance support

- Organizes meetings for the operations team; initiates and coordinates preparation of agenda and necessary documentation for the meetings as well as workshops and conferences.
- Reviews, maintains and updates general subject files for operations units.
- Create requisitions for all operations activities (premises, utilities, supplies, staff accommodation and travel related payments);
- Review, check and reconcile bills, invoice and receipts from vendors in a timely manner and before submission to the Finance Unit for processing.
- Provide support in cost recovery of transportation, private vehicle usage, telephone and mobiles.
- Assist the Administration in preparing requests for Direct Payments for non-PO payments.
- Keeps the operations team informed by providing relevant information, reports or status updates
- Acts as custodian for office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution.
- Assists Administrative Associate in maintaining assets, issuance of assets to staff, regular clean-up of Asset Dashboard.
- Translates and drafts letters, memos and other documents as well as provide oral translation as needed.
- Undertakes other tasks as may be assigned by his/her supervisor.

Qualifications and Experience:

Education:

- Completed Secondary education is required. University degree in business administration is desirable.

Knowledge and Experience:

- 5 years of previous relevant experience in secretarial/administrative functions;
- Some experience in research assistance;
- Previous experience in the UN is an asset;
- Knowledge of protocol;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.
- Knowledge of Quantum or other ERP system is an asset;
- Good writing and communication skills

Languages:

Fluency in both written and spoken English and Arabic.

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Functional Competencies:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.