



صندوق الأمم المتحدة للسكان

**United Nations Population Fund  
State of Palestine**

## **Operations Assistant, Jerusalem, G3 FTA**

### **Job Description**

#### **The Position:**

The Operations Assistant will be based in Jerusalem and reports to the Operations Manager in UNFPA Palestine Country Office.

The Operations Assistant works in close collaboration with the Programme and Operations teams supporting both the country office. The incumbent is expected to provide effective operational support and work closely with procurement, logistics, finance and programme to ensure programme delivery.

#### **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 provides administrative support services ensuring high quality, accuracy and consistency of work. The Operations Assistant provides administrative support for the timely procurement of

---

**Khan elOmdan Building, 26 Nablus Road  
4<sup>th</sup> floor  
P.O. Box 67149  
Jerusalem 91517**

**Tel: +972-2-5817167 ext. 0  
Fax: +972-2-581 73 82  
Palestine.unfpa.org**



**صندوق الأمم المتحدة للسكان**

goods and service especially the travel services, the accurate and timely records keeping and accounting of inventory supplies and information technology support

**You would be responsible for:**

**Inventory and supplies tracking**

- Serve as Shipment Tracker focal point and as alternate buyer for the country office.
- timely and accurately records all inventory transactions (e.g., physical receipt, put in warehouse, handover and disposals / adjustments) in the Shipment Tracker.
- Verify and upload the appropriate supporting documents (e.g. receiving and inspection forms, and delivery slips) in support of the transactions in the Shipment Tracker;
- Timely and accurately record locally procured goods transactions into the Shipment Tracker.
- Support the Supply team on inventory-related issues on a monthly basis, together with the procurement and logistics associate in Gaza;
- Participate in the periodic physical verification of the inventory items.

**Logistics and fleet management**

- Provide support in preparing Low Value Purchase Orders - LVPOs and Notes for the File - NFFs.
- Support the fleet management records and maintenance documents.
- Assist to transportation unit related to fleet management, vehicle insurance, and maintenance

**Human Resources (HR) and Travel**

- Assist 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 entry permits.
- Provide support for travel coordination.
- Assist in travel arrangements for all staff: international and local travel in accordance with the approved missions by adequate documentation including invitation/information note

**General Administration/Finance support**

- Provide support for basic IT needs of the staff when required.
- Support network administration
- provide support in ensuring effective functioning of the CO hardware and software packages.
- Arrange Operations meetings and take notes whenever necessary.
- maintains and updates general subject files for the operations unit.
- 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.



**صندوق الأمم المتحدة للسكان**

- Assist the Administration in preparing requests for Direct Payments for non-PO payments.

**Qualifications and Experience:**

**Education:**

- High school with minimum 3 years of experience in administration, finance or office management or related

**Knowledge and Experience:**

- Good working knowledge of English;
- Proficient in MS Word and MS Excel spreadsheet; Knowledge of MS Project an asset;
- Excellent interpersonal skills and ability to operate under stressful conditions;
- Good social and communicative skills;
- Team worker and organizer;
- Cultural sensitivity required in serving persons of culturally diverse backgrounds.

**Languages:**

Fluency in both written and spoken English and Arabic is required.

**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,



**صندوق الأمم المتحدة للسكان**

Thinking analytically and strategically,

Working in teams/managing ourselves and our relationships,

**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.