**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Functional Title</th>
<th>Administrative &amp; Finance Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Level Supervisor</td>
<td>Administrative &amp; Finance Officer</td>
</tr>
<tr>
<td>Classified Grade</td>
<td>Equivalent to G4</td>
</tr>
<tr>
<td>Unit</td>
<td>Administration</td>
</tr>
<tr>
<td>Last update</td>
<td></td>
</tr>
<tr>
<td>Duty Station</td>
<td>Jerusalem</td>
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**ORGANIZATIONAL SETTING**

The WHO office for West Bank and Gaza works closely with the Ministry of Health to improve health services, to ensure that essential health needs are met and to coordinate support to the health sector.

**Objectives of the Programme and the immediate Strategic Objective (Overview of the programme):**

To ensure that effective WHO country presence is established to implement WHO country cooperation strategies that are aligned with Member State’s health and development agendas, and harmonized with the United Nations country teams.

**MAJOR DUTIES AND RESPONSIBILITIES**

**FUNCTION 1 (INCL. EXPECTED RESULTS)**

- Create purchase orders (PO) related to office operations. Obtain necessary approvals and documents and initiate action in GSM.
- Upon service delivery, initiate receipt process on the system and ensure full supporting documents for payment processing.
- Maintain an updated PO list and take necessary action regarding the PO.
- Supplier creation and management.
- Contact suppliers for any needed details like obtaining price offers, bank details and payments, etc...
- Assist in payment preparation and maintain an updated list of payments.
- Follow up on PO encumbrances balances and take proper action.
- Prepare expenditure batches.
- VAT Claim and VAT recovery.
• Petty cash custody
• Coordinate administrative matters with other UN sisters agencies
• Provide a full range of secretarial services including scanning of documents and filing
• Liaise with local banks
• Support finance team in any other duties as requested

WORK RELATIONS AND PARTNERSHIPS

<table>
<thead>
<tr>
<th>Within unit/division</th>
<th>Title of person contacted</th>
<th>Subject and purpose of contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin &amp; Finance Officer, Finance Assistant&amp; Programme Assistants,</td>
<td>To provide and request information To follow up on project activities Assist with inquiries</td>
<td></td>
</tr>
<tr>
<td>Administrative and Finance Officer, WR, Procurement, IT, Finance, Logistics, HR Assistants and All staff</td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>EMRO/ BFU, GSC, programmes- EMRO, Finance Unit-HQ, Technical units</td>
<td>To obtain or exchange information related to any financial issues</td>
<td></td>
</tr>
<tr>
<td>National Counterparts Government Officials at various levels, Donors, Local agents, suppliers, contractors</td>
<td>As above</td>
<td></td>
</tr>
</tbody>
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QUALIFICATIONS

EDUCATIONAL BACKGROUND

Essential: Completion of secondary education; training in business administration/commerce and or technical courses in a field related to the work performed.

Desirable: Bachelor degree in business administration, accounting or commerce is an asset.

PROFESSIONAL EXPERIENCE AND KNOWLEDGE

Essential: At least three to four years of related experience in accounting and/or administrative work.

Desirable: Relevant experience in the UN system.

FUNCTIONAL SKILLS AND KNOWLEDGE
• Very good time management and organizational skills.
• Demonstrated knowledge of banking regulations and local laws.
• Proven analytical skills.

Knowledge of the organization's policies and regulations in general, and in particular, regarding project activities and financial procedures is an asset.

LANGUAGE SKILLS

Fluent in English and the local language. Knowledge of another WHO official language is an asset.

COMPETENCIES

1) Producing Results
2) Fostering integration and team work
3) Communicating in a credible and effective way
4) Ensure effective use of resources.
5) Setting an example.

APPLICATION DETAILS

Type of contract: LICA contract (Local Individual Contract agreement); non staff.

Duration of Agreement: One year with a possibility of extension

Applications must be submitted by 25th July 2018 to http://jobs.undp.ps/

Applications must be in English and include your CV.

Only Palestinians are eligible to apply.

WHO HAS A NON-SMOKING WORK ENVIRONMENT