

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 Announcement

Post Title: Messenger

Duty Station: Jerusalem

Duration: 6 months (possible extension for 6 months)

Deadline: 12 October 2007

UNDP/PAPP is seeking qualified candidates to apply for the vacancy of messenger for the UNDP/PAPP Jerusalem office.

Duties and Responsibilities:

Under the direct supervision of the Assistant to the Head of Office, the "Messenger" is expected to provide efficient messenger services including the following:

- Collection and delivery of mail and other materials as required from the registry;
- Sorting, delivery and pick up of mail from various offices on the premises at regular intervals; Maintenance of records as required;
- Packaging/packing of material received for dispatch; labeling, inserting material in envelopes and franking outgoing mail;
- Photocopying and duplicating services;
- Perform other duties as required.

Competencies:

- Ability to sort out and organize large quantities of material for dispatch.
- Understanding of UNDP operations procedures and requirements.
- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Responds positively to critical feedback.

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.
- Must be fluent in reading English and Arabic.

To Apply:

Interested candidates should send their CV to the UNDP/PAPP Office in Jerusalem, specifying the position: Messenger or by fax to 02-6268239.

Deadline: 12 October 2007

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