



**EUROPEAN COMMISSION**

**DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)**

**ECHO Office in Palestine - Jerusalem**

### **VACANCY ANNOUNCEMENT**

The European Commission's Directorate-General for European Civil protection and Humanitarian aid Operations (ECHO), funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channeled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

The ECHO Office in Jerusalem seeking to recruit one national staff to be based in Jerusalem for the following Temporary position of:

Temporary - Logistic Support Agent  
Reference: LSA 2024-01

The candidates for this position need to demonstrate the following criteria:

#### **Education:**

- Secondary education or equivalent. Must have a valid driver's license.

#### **Knowledge and Experience:**

- Minimum 3 years of relevant work experience at national or international level in the area of administration, protocol, procurement or logistics;
- Minimum 5 years of relevant experience driving 4wheel drives, with a safe driving record and specific driving experience in the sub-region if applicable;
- Basic knowledge of working processes (purchase orders, preparation of contracts for services and goods, etc.);
- Previous experience in a Governmental or other International Organisation is an advantage;
- Good communication skills;
- Capacity to work in a multitasking position;
- Ability to work in a multicultural environment;
- Knowledge of communication equipment such radio and GPS is an advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

#### **Languages:**

- Proficiency in English and Arabic (written & spoken) is essential.
- Excellent knowledge of Hebrew (spoken, written and read)

#### **Job description:**

The job holder provides the overall management and execution of varied and inter-related upkeep and maintenance services to ensure the good running of the Office.

This is a **Temporary local position** open to nationals and other residents with valid work and residence permits. DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

The contract is Temporary for a duration of 6 months with a monthly basic salary is **ILS 11,013**.

Shortlisted candidates will have to bring the full supporting documentation in original with them during the testing or interview stage in addition to references (including contact details of the HR department and the supervisor) that can be consulted by ECHO. At least one of the references has to include a recent employer.

Interested candidates must send their CV to: ECHO-Administration.Amman@echofield.eu

The national staff members observe the NS Code of Conduct as published on [https://ec.europa.eu/echo/who/about-echo/field-network\\_en](https://ec.europa.eu/echo/who/about-echo/field-network_en).

Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The privacy statement can be found on ECHO website.

[https://eeas.europa.eu/headquarters/headquarters-homepage/3033/privacy-statements\\_ja](https://eeas.europa.eu/headquarters/headquarters-homepage/3033/privacy-statements_ja)

“ ”

**Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification**

\*\*\*\*\*