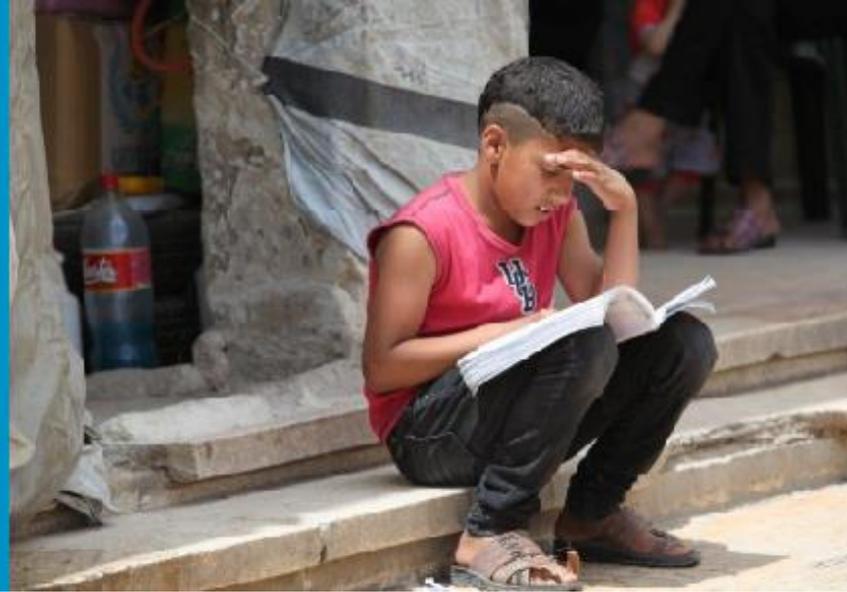




UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Temporary Vacancy Announcement

Communications Officer, P-3 Damascus, Syria

Deadline for Applications	1 April 2019 (18 March 2019 for internal applicants)
Duration	Six months, with the possibility of further extension based on need, funding and performance
Vacancy Announcement Number	19-FO-SA-14

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.

UNRWA welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

Palestine refugees in Syria

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly encroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighbouring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestinian refugees, in this role you will manage the strategic communications deliverables related to the ongoing Emergency in Syria and work under the guidance of the Director of UNRWA Affairs, Syria engaging with the Chief of Strategic Communications Division and Arabic Spokesperson in the Headquarters for technical guidance and advice. You will also work with the Field Public

UNRWA in SYRIA

Information Officer to ensure the effective flow of materials is coordinated between the programme communications functions and the emergency context.

The main responsibilities include:

- Collaborating closely with the Director of UNRWA Affairs, Syria and the External Relations and Communications Department to develop UNRWA’s strategic messaging on the emergency situation in Syria and ensuring Agency awareness thereof; engaging with Field Programmes and Departments to collaborate and support on messaging issues related to the ongoing emergency in Syria, producing weekly messaging documents for use Agency wide; liaising with other UN and international organizations;
- Coordinating primarily with Syria Field Office programme staff on the production of photo exhibitions and short films for targeted venues and audiences locally, regionally and internationally to promote Syria messaging and UNRWA emergency response efforts; collating and preparing photos and preparing photo essays for use on Agency website and other social media usages; ensuring supply of still photographs on Syria; helping in maintaining Syria response profile on UNRWA website;
- Assisting with international media to amplify messaging; drafting press releases; creating briefing materials, such as fact sheets, coordinating special press events and liaising with journalists and donors;
- Editing and proof reading promotional texts for the Field and the Strategic Communications Division’s usage; researching, writing and editing feature articles for UNRWA website.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$60,233** net tax free (pro-rated) with post adjustment of **32.8%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional benefits available to staff working in Syria:

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| ✓ Danger pay | ✓ Family visit travel |
| ✓ Hardship allowance | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance | |

Additional information

The incumbent may be required to travel to UNRWA area of operations.

To qualify for this position, you will need:

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| Education | A university degree from an accredited educational institution in journalism, humanities or related field; |
| Work Experience | At least six years of outreach/journalistic experience in a major media outlet, a UN Organization, NGO or similar organization, including two years of relevant international experience, outside one’s home country; |
| Language(s) | Excellent command of written and spoken English and Arabic. |

Desirable qualifications:

- Knowledge of and interest in the Syria Crisis and the effect upon Palestine refugees;
- Knowledge of and interest in Israeli-Palestinian issues and the Palestine refugee situation;
- Experience in scripting and editing video
- Experience in mounting photo exhibitions;
- Knowledge of the UN system, i.e. its public information aspects.

You will also need to demonstrate the following competencies:

- Very strong prose writing skills including researching and editing;
 - Strong visual ability with art and/or art history background;
 - Creative ability particularly in conceiving new PI activities;
 - Ability to establish and maintain effective working relationships with others in a team environment and with people of diverse backgrounds, culture and nationalities;
 - Ability to deliver written work well and quickly, often under very short and tight deadlines;
 - Strong communication skills; written and verbal;
- Ability to use Photoshop and other photo/design software programmes.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For almost 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

General information

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

Date of issue: 5 March 2019/CX