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



## Vacancy Announcement

**Advisor, Strategy, Planning and Innovations, P-4  
HQ Amman, Jordan**

<b>Deadline for Applications</b>	23 December 2018 (16 December 2018 for internal applicants)
<b>Duration</b>	1 year, renewable. Appointment subject to funding confirmation
<b>Vacancy Announcement Number</b>	18-HQ-AM-72

**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.

### **UNRWA's strategic objectives**

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

### **Do you want to make a lasting difference?**

If you are passionate about making a lasting difference for Palestine refugees, this role will provide you with the opportunity to provide strategic and planning support across all partnership income streams.

Partnerships

## The main responsibilities include:

- Providing strategic and planning support across all partnership and individual giving income streams including engagement with the private sector, foundations and NGOs;
- Supporting the Director in expanding the Agency's Zakat and other Islamic financing initiatives and engagement with international financial institutions, including the activation and management of Waqf (Islamic trust fund) with the Islamic Development Bank and Multi Donor Trust Fund (MDTF) with the World Bank;
- Developing methodologies and new approaches for improving strategic planning processes and ensuring synergies within the Strategic Partnerships Division and with National Committees and field offices and effective coordination of clear internal communication on key Private Sector Fundraising (PSFR) priorities, including through development of key messages and other internal communication content;
- Monitoring and guiding proposal development relevant to private fundraising and partnerships across UNRWA field offices and working with fields and programmes to develop fundraising products (impact-focused proposals and reports that show added value, innovation);
- Supporting UNRWA National Committees to ensure that their Joint Strategic Plans are aligned with UNRWA's overall strategy;
- Conducting research for opportunities for innovation in partnerships and philanthropy and advising the Director, Strategic Partnerships, Director ERCD and UNRWA management on how to capitalize on these opportunities;
- Ensuring that UNRWA's Case for support is understood and internalized in all aspects of PSFR and contribution management; managing and building UNRWA's knowledge of PSFR, providing mentorship and capacity building workshops on PSFR trends, best practices and key developments across the agency, including to National Committees, fields, programmes and Partnerships Division staff;
- Improving contribution management processes and tools to enhance stewardship of current and future grants; putting in place data management processes to support PSFR; providing support to the Director, Strategic Partnerships in developing specific guidelines and policies to strengthen UNRWA's capacity to manage PSFR income, including on donor and financial stewardship, national committee governance and donor communication and marketing.

## Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** net tax free with post adjustment of **48%** (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 |   |

## To qualify for this position, you will need:

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| <b>Education</b>       | Advanced university degree (Master's or equivalent) from an accredited educational institution in political science, international relations, business or public administration, law, economics, development or humanitarian studies or a related discipline; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.  |
| <b>Work experience</b> | A minimum of eight years of progressively responsible relevant experience in managing high value partnerships with private sector, foundations and NGOs and development assistance including mobilizing income , including two years of relevant experience at international level outside one's home country<br>Experience in supporting fundraising team and fundraising operations with innovative and cutting edge tools.<br>Experience in programme/project management in the business sector, particularly in the Middle East. |

Experience in international financial institutions and multi donor trust funds.

**Language(s)** Excellent command of written and spoken English and Arabic.

**You will also need to demonstrate the following competencies:**

**UN Core Values** of Professionalism, Integrity and Respect for Diversity and **Core Competencies** of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply.

- Formulating Strategies and Concepts
- Applying Technical Expertise
- Persuading and Influencing
- Entrepreneurial Thinking
- Relating and Networking

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: 3 December 2018/ CX