



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



Vacancy Announcement

Chief of Security Operations and Analysis, P-5 HQ Amman, Jordan

Deadline for Applications	18 December 2018 (4 December 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-67

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 looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this headquarters role, you will advise on policy, risk and crisis management, resource mobilization, as well as communicate with and serve as technical supervisor to the Senior/Field Security Officers in the Field Security Risk Management (FSRM) Offices.

The main responsibilities include:

- Serving as advisor on policy, risk management, resource mobilization and ACSS related issues;
- Communicating and serving as technical supervisor to the Senior/Field Security Officers in the Field Security Risk Management (FSRM) Offices being the Deputy Director's counterparts at the Field level;
- Acting as focal point for UNDSS in related efforts on programmatic and contextual risk initiatives;

Security Risk Management

- Leading the Agency's Security and Risk Management integration into Programmes and liaising and coordinating with relevant departments accordingly; Developing a plan to engage Programme and Field Directors in the Programmatic risk management effort in early stages;
- In coordination with the Field Directors, identifying and recommending acceptable risk levels and processes for formal acceptance of the same; Supervising and tracking the implementation of risk registers as required;
- Building a standardized and 'light' system to conduct Security Risk Assessments across the Agency that incorporates contextual, programmatic and professional risk; Supported by the DSRM team and FSRM offices, conducting a gap analysis and standardizing the requirements, building simple tools and templates that all staff can use, identifying and implementing prevention and mitigation measures related to staff and managers identified at risk and physical security of installations;

Crisis and Incident Management Support

- Serving as a focal point for Crisis and Incident Management Support and managing the Department's response in this regard; Supported by the Senior Operations and Training Officer, developing a DSRM response guide in crisis management including the support services provided, focal points and contact information; Coordinating with other stakeholders including emergency teams and Field Directors or their Deputies to identify practices on the ground and existing support mechanisms;

Governance

- Leading the Governance function in the Department by oversee and supervising the developments of security and risk management operational standards ('Best Practices Guide') based on practices in the Field that focus on enhancing security of Area Staff, as well as the development of a security and risk management governance and accountability framework;
- Managing the content, agenda, and follow-up of the ACSS meetings; co-chairing the meetings along with a representative from the Executive office;
- As a resource allocation focal point, supervising the coordination with relevant stakeholders to research and compiling a list of potential funding opportunities for DSRM projects/ initiatives; Suggesting and assisting in implementing methods to enhance DSRM donor relations in coordination and cooperation with ERCD;

Supervision/oversight of training, operations and surge support, analysis and forecasting and communication

- As Department's Chief, acting as a line supervisor to the Senior Operations and Training Officer, as well as the Security and Risk Management Analyst and therefore overseeing/supervising the department training and learning cycle, the operations and surge support to the Field Security and Risk Management Offices, the analysis and forecasting function and the Department's internal communication.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$85,543** 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:

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

Additional information

The incumbent will be required to travel in the Agency's area of operations.

To qualify for this position, you will need:

- Education** Advanced university degree (Master's or equivalent) from an accredited educational institution preferably in social sciences, international politics, management, or a related security field. Formal training in security risk management; a first level university degree with a relevant combination of experience in a related area may be accepted in lieu of the advance university degree;
- Work experience** At least 10 years of increasingly responsible professional experience in organizational security and operational risk management, including at least four years at managerial level in a large governmental, international or commercial organization and a minimum of 2 years of relevant experience at international level outside one's home country;
- Language(s)** Excellent command of written and spoken English; knowledge of Arabic is highly desirable.

You will also need to demonstrate the following competencies:

- Leading and Supervising
- Creating and Innovating
- Adapting and Responding to Change
- Coping with Pressure and Setbacks
- Planning and Organizing

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: 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.

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