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



## Vacancy Announcement

### *Coordinator for UNRWA's Sexual Misconduct Task Force, P-4 Jerusalem*

<b>Deadline for Applications</b>	03 July 2019 (19 June 2019 for internal applicants)
<b>Duration</b>	1 year, renewable subject to availability of funds; Appointment subject to funding confirmation
<b>Vacancy Announcement Number</b>	19-HQ-JR-31

**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.**

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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 February 2018, the Commissioner-General took the initiative to establish an UNRWA task force on SEA and SH (the UNRWA Task Force) to find innovative ways to ensure we meet UN Secretary-General, and Chief Executive Board initiatives, standards and reporting requirements but

also go beyond and tailor UN-wide efforts to prevent SEA and SH in UNRWA's context and beneficiary community (the UNRWA Task Force Objective). In this role, you will provide technical legal, protection and project expertise to lead the Agency's work in this field including by designing and coordinating the work of the Sexual Misconduct Task Force across programmes and departments tailored to UNRWA's context and constraints and the implementation of UN-wide initiatives. You will also play a key role in supporting efforts to strengthen capacity and resources (including mobilizing funds where needed) for the swift investigation of allegations and disposing of disciplinary cases more expediently, survivor support and other resource needs, building on existing discussions internally and with the donor community in this regard.

**The main responsibilities include:**

- Guiding the Task Force in its work and acting as Secretariat under the supervision of the Chair, the Director of Legal Affairs;
- Undertaking and coordinating research on key issues relating to combating sexual misconduct and ensuring survivor support which may include designing and carrying out focus groups, and other research methodologies;
- Supporting Task Force development of recommendations and short, medium and long-term strategic planning to combat sexual misconduct;
- Monitor and stay abreast of developments and initiatives within the United Nations, including the CEB and other agencies, with regard to sexual misconduct and develop strategies for their adaptation and implementation within UNRWA
- Coordinating implementation of UN-wide initiatives with relevant departments taking the lead role on legal implementation needs (within and outside the work of the Task Force);
- Coordinating design and implementation of risk management, behavior change and Monitoring and Evaluation and accountability tools for prevention and response to Sexual Misconduct including implementation of UN-wide initiatives;
- Provision of support, including through research and the formulation of legal advice, to the Director of Legal Affairs on issues relating to the Agency efforts to combat sexual misconduct.

**Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **50.4%** (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 information**

The incumbent may be asked to travel throughout to UNRWA's five fields of operation based on operational requirements.

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

- Education** An advanced university degree (Master's or equivalent) from an accredited educational institution in gender, political or social sciences, safeguarding, law, or a related field; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.
- Work experience** Eight years of progressively responsible and relevant experience in legal practice, safeguarding or gender, and two years of international experience outside one's home country.
- Language(s)** Excellent in written and spoken English.

**Desirable qualifications:**

- Experience working on issues related to refugees in the Middle East

- Arabic language.

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

- Planning and Organizing
- Stakeholder management
- Manages Complexity and Change
- Delivers Results
- Learning and Researching
- Monitoring and evaluation

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: 6 June 2019