



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



Vacancy Announcement

Deputy Chief, Budget Division, P-4 HQ Amman, Jordan

Deadline for Applications	3 March 2019 (17 February 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-HQ-AM-08

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.

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.

The main responsibilities include:

- Assisting the Chief, Budget Division (CBD) in the preparation of the Agency's Biennium/annual Programme budgets; monitoring budget status in respect of changes in the programme budget, monitoring the workforce management and setting out operational

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- instructions to guide users in the planned accounting periods;
- Assisting CBD in monitoring and supervising emergency appeal and project budgets including the preparation of budget data for submission to donors and control of releases of funds; coordinating with Accounts Division the preparation of financial reports to donors and keeping CBD briefed on projects implementation by the operating departments; reviewing and commenting on audit reports and donor agreements;
- Assisting CBD in the establishment and updating of appropriate financial management information systems and in the development of budgetary systems and procedures; drafting technical instructions and plans and implementing training programme on budgetary techniques for the Finance and Administrative staff;
- Establishing the work programme for the Budget Division and coordinating budget activities with other Programme and Support Departments;
- Reviewing the Budget Division's reports for any possible deviations between budget and expenditure and recommending to CBD the required corrective action by Finance or operating departments;
- Providing timely and accurate financial data and analysis to the Management Committee and responding to relevant ad hoc requests;
- Acting for the Chief, Budget Division during his/her absence.

Desirable Qualifications

- Coursework in management studies;
- Experience in a budget or finance office of an organization in the UN common system.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **45.3%** (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 will be required to travel in the Agency's area of operations in the Middle East.

To qualify for this position, you will need:

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| Education | An advanced university degree (Master's or equivalent) from an accredited educational institution in finance, accounting or business administration; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree;
Membership in an international professional body of accountants such as Chartered Management Accountant; |
| Work experience | At least eight years of progressively responsible and relevant experience in the application of the knowledge acquired in accounting, finance or business administration, including at least three years in a senior supervisory position in a large international, governmental or commercial organization in areas of programme planning, budgeting or other related financial work; including 2 years of relevant international experience outside one's home country; |
| Language(s) | Excellent in written and spoken English. |

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.

- Proven skills in modern methods of budgeting including results-based budgeting;
- Excellent analytical skills;
- Ability to cope with multiple tasks effectively;
- Ability to work under difficult conditions;
- Demonstrated management skills in a multi-cultural environment;
- Ability to motivate staff;
- Excellent communication skills and an ability to work effectively with people at all levels in the organization.

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.

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