



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



Vacancy Announcement

Deputy Director of Planning, P-5, HQ Amman, Jordan

Deadline for Applications	1 December 2018 (17 November 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-59

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 and looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, in this role you will be responsible for providing technical and administrative guidance on the Agency's strategic planning, budgeting, and results-based management functions.

PLANNING

The main responsibilities include:

- Assisting the Director in the provision of policy leadership on all key strategic planning exercises, including the Medium Term Strategy (MTS), as well as Agency plans as they relate to all funding streams;
- Coordinating the development of key Agency strategic planning documents; leading the coordination and facilitation of operational planning in the Agency as to the development of the MTS and appropriately costed implementation plans;
- Being responsible for the continual development, implementation and enhancement of results-based management in the Agency, including strengthening assessment, strategic and operational planning, and monitoring and evaluation capacities; managing the Programme Cycle Management (PCM) and Project Procedures initiative for the Headquarters and Fields and ensuring consistency of PCM tools; supporting the development of an integrated, cross-sectoral and evidence-based approach to programming within the Agency through promotion and facilitation of enhanced inter-programme and inter-field coordination, including leading the semi-annual Results Review process for the Agency;
- Leading the annual results reporting process to donors, including reporting on core programmes and emergency operations, as well as direct consultations with donors and presentations to the Agency's Advisory Commission Sub-Committee and provides substantive leadership to the working group of the Sub-Committee on results reporting.
- Assisting the Director in his/her responsibilities as Secretariat for the Advisory Committee on Resource Allocation (ACRA), the Committee that makes budgetary recommendations to the Commissioner-General and adjudicates ad hoc resource allocation recommendations for the Agency; facilitating and acting as Secretary of the Agency's project appraisal committee;
- Acting as focal point for the Agency's results based management system.

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:

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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 | |

Desirable qualifications

- Working knowledge of written and spoken Arabic;
- Work experience in developing countries particularly in the Middle East;
- Knowledge of Middle Eastern history, politics and cultures.

Additional information

The incumbent is required to travel frequently, particularly in the Agency's area of operations.

To qualify for this position, you will need:

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| Education | Advanced university degree (Master's or equivalent) from an accredited educational institution in public or business administration, political or social science or other relevant 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 | At least 10 years of progressively responsible relevant experience, of which at least six years should have been at a senior international level, preferably with the UN system, including at least two years of relevant work experience at international level outside one's home country; |

Demonstrated experience in policy development and operational/programme coordination in a large organization (preferably in the humanitarian/development sphere) is essential.

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

You will also need to demonstrate the following competencies:

- High level analytical skills and ability to provide well-reasoned, strategic-level and contextual relevant recommendations
- Demonstrated competence in all aspects of programme and project planning and management, including application of all aspects of results-based management/programme cycle management
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
Creating and Innovating
Ability to lead, motivate and manage staff, develop clear goals for the unit, independently plan and prioritize own work and those supervised by incumbent, work well under tight deadlines and handle multiple concurrent projects/activities
- Positive attitude and strong analytical, interpersonal and communication skills
- Proven ability to exercise initiative and resourcefulness necessary for prioritizing multiple clusters/components
- Excellent drafting abilities

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

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

Who we are

For over 65 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: 4 November 2018/CX