



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



Vacancy Announcement

Deputy Director of Strategic Partnerships, P-5 HQ Amman, Jordan

Deadline for Applications	18 December 2018 (11 December 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-70

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 hold a series of senior-level management and outreach responsibilities. This includes a combination of partnerships relations and operational support portfolio of the Division which entails management and oversight of finance, human resources, procurement and logistics of the Division, in addition to overall support in partnership outreach. You will contribute to the strategic and operational plans and budgets, guide and

Partnerships

supervise Partnerships staff, respond to emerging needs, manage staff performance and ensure optimal use of resources. You will liaise with external interlocutors including new and existing private partners and with internal interlocutors including field offices and representative offices.

The main responsibilities include:

- Being responsible for the continual development, implementation and enhancement of results-based management of the Strategic Partnerships Division. As delegated by the Director of the Division, exercising decision-making authority over human and financial resources and operational and protocol matters of the Division in line with UNRWA regulatory framework, including provision of operational support, management and oversight of finance, administration, human resources, procurement and logistics, and cross-sectoral and timely implementation of the Division work plan. In close collaboration with the Division staff, other senior staff in the Fields and External Relations and Communications Department (ERCD), ensuring the preparation, coordination and monitoring of the Strategic Partnerships plan and budget ensuring an integrated approach to the management of partnerships and support services;
- Under the guidance of the Director of Strategic Partnerships (DSP) and the Director of External Relations and Communications (DERC), liaising with senior officials of governments, multilateral organizations and private partners to foster their support for UNRWA's strategic partnerships; assisting the DSP and the DERC in managing and promoting sustainable and high-level inter-agency and private partnerships;
- Providing strategic support and advice to the DSP and DERC in implementing the Agency's pertinent reform initiatives in his/her organizational responsibilities related to private partnerships; coordinating the work of cross-functional teams to achieve outcomes and promoting integration of cross-cutting issues into the work of Strategic Partnerships; providing leadership in problem-solving related to challenges and finding mitigating measures for risks to the implementation of the Division's work plan;
- Providing direction and supervision to the Partnerships Division professional and administrative staff as first reporting officer; mentoring and evaluating their performance and training needs, as necessary;
- As assigned, acting for the DSP during his/her absence, with full responsibility for the operations of the Division, and reporting to the DSP. Undertaking relieving assignments and performing other related duties as may be required by the DSP and DERC.

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 | |

Additional information

The incumbent may be required to travel whenever requested to meet partners globally and to support the establishment of partnership offices in emerging partnership countries.

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 the field of international relations, government studies, political science, business administration and/or management; 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 in programme or organizational support, including at least four years at |

senior level in a coordination role in a large governmental or international organization, including two years of relevant experience at international level outside one's home country.

Language(s) Excellent command of written and spoken English and working knowledge of another UN official language.

Desirable qualifications:

- Knowledge of activities of UNRWA operations and services;
- Knowledge of Middle Eastern geo-political realities, refugee and displacement issues and its socio-cultural implications;
- Experience with United Nations administration/financial policies and human resources practices.

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.*

- Leading and Supervising
- Planning and Organizing
- Relating and Networking
- Deciding and Initiating Action
- Formulating Strategies and Concepts

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: 28 November 2018/ LAN