



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



## Vacancy Announcement

### *Deputy Director of UNRWA Affairs (Operations), P-5 West Bank*

<b>Deadline for Applications</b>	17 June 2019 (3 June 2019 for internal applicants)
<b>Duration</b>	2 years, with the possibility of further extension
<b>Vacancy Announcement Number</b>	19-FO-WB-29

**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.

#### **Palestine refugees in the West Bank**

The West Bank is home to 800,000 registered refugees, around a quarter of whom live in 19 camps. Protection concerns, restricted economic opportunities and increased poverty have increased the need for, and reliance upon, humanitarian assistance. Against this backdrop, UNRWA's 4000 staff in the West Bank, the vast majority refugees themselves, deliver education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance to support the refugee community until there is a just and durable solution to their plight.

#### **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 role, while reporting to the Director of UNRWA Affairs, you will be responsible for the management and oversight of finance, human resources, procurement, logistics, IT, etc. You will contribute to the Field's strategic and operational plans and budgets, guide and direct specialist staff, respond to emerging needs, manage staff performance and ensure optimal use of resources. You will liaise with external interlocutors including UN country teams, host government representatives, the refugee community and others. You may be

assigned as Acting Director of UNRWA Affairs during the absence of the Director of UNRWA Affairs and, as such, assume full responsibility and accountability for the management of the Field.

### **The main responsibilities include:**

- Being responsible for the management of the Field operations cluster which includes finance, administration, human resources, procurement & logistics, and/or other functions and being the principal adviser to the Field Director on these functions; depending on field specificity, the Director of UNRWA Affairs may split the portfolios in varying configurations to meet field needs;
- In close collaboration with other senior staff in the Field, ensuring the development, preparation, coordination and monitoring of Field Plans (Strategic and Annual Operational) and Budget, Medium-Term Strategy for the operations functions in his/her Field, ensuring integrated approach to the management of operations services and exercising decision-making authority over human and financial resources and capital assets of the Field, in line with UNRWA regulatory framework and SPARE principle;
- Providing support and advice to the Director of UNRWA Affairs in implementing the Agency's reform plans; leading the implementation of pertinent reform initiatives in his/her organizational cluster; coordinating the work of cross-functional teams to achieve field-wide outcomes and promoting integration of cross-cutting issues into the field operation service framework;
- Providing guidance and support to senior administrative staff in his/her own area; mentoring and evaluating for training purposes, as necessary;
- Liaising with government and local authorities to ensure their cooperation in facilitating the Agency's operations; assisting the Director of UNRWA Affairs in managing and promoting inter-agency and donor relations;
- As assigned, acting for the Director of UNRWA Affairs during his/her absence, with full responsibility for the management of the Field, and reporting to the Commissioner-General USG and/or Deputy Commissioner-General, ASG;
- Where applicable, acting as the Field security focal point and liaising with the Agency's Director of Security and Risk Management and the Office of Security and Risk Management in the Field, where available;
- Undertaking relieving assignments and performing other related duties as may be required by the Director of UNRWA Affairs.

### **Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at **\$87,108** 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 will be required to travel frequently throughout the Agency's area of operations in the Middle East.

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

- Education** Advanced university degree (Master degree or equivalent) from an accredited educational institution in one of the Agency's operations academic fields (such as Business or Public Administration, International Relations, Law, Finance, or Human Resources Management or related areas) supplemented by studies in 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 increasingly responsible professional experience in operations management, including at least six years managing large-scale, multi-sector operations at managerial level in a large governmental or international commercial organization, working at international level outside one's home country;
- Language(s)** Excellent command of written and spoken English.

**Desirable qualifications:**

- Knowledge of activities of UNRWA operations and services;
- Knowledge of Middle Eastern geo-political realities and its socio-cultural implications;
- Experience with United Nations administration/financial policies and practices;
- Working knowledge of Arabic.

**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.*

- Professionalism
- Leadership
- Planning and organizing
- Managing performance
- Vision
- Communication
- Technology Awareness
- Teamwork

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: 21 May 2019/CX