



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



Vacancy Announcement

Field Programme Support Officer, P-4 Gaza

Deadline for Applications	2 March 2019 (16 February 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-FO-GA-07

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.

Palestine refugees in Gaza

The Gaza Strip is home to a population of approximately 1.3 million Palestine refugees out of a population of around 1.9 million people. It has one of the highest population densities in the world. Recurrent conflict, restrictions on the movement of people and goods, political uncertainty, and dilapidated public infrastructure constitute the backdrop of a steadily declining socioeconomic situation. Gaza has been the subject of not only the occupation but also the blockade over the last ten years further reducing the possibilities for coping. UNRWA is the international organization responsible for the Palestine refugees and delivers education, health and mental health care, relief and social services, livelihood, microcredit and emergency assistance. UNRWA's responsibilities and role in Gaza are unique representing with over 12.500 staff in some 300 facilities involved in supporting all aspects of the life of the refugees.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees in Gaza, this role will give you the opportunity to support and coordinate programme and project planning processes within the Gaza Field; and on evaluation activities agreed with the Gaza Field Office during annual planning processes.

The main responsibilities include:

- Supporting programme, project and emergency appeal planning processes and providing input, within the context of relevant Agency strategic planning frameworks, into field level strategic plans and annual operational plans; building Field capacity to assess, deliver, monitor, report and evaluate Field interventions;
- Managing the application of Programme Cycle Management (PCM); providing support to Programme Chiefs in carrying out all phases of PCM with due focus on project management; facilitating results-based programme plans built on evidence from evaluations and assessments and using theories of change and logical frameworks; incorporating efficient use of inputs, outcome, output and activity indicators; overseeing the reporting and analysis of results data through the Agency Results Based Monitoring system, contributing to quarterly Field level management reviews, semi-annual Agency-wide results reviews and annual Agency-wide and Field specific results reporting;
- Assisting the Deputy Director of UNRWA Operations in coordinating all programmes in the field, including health, education, relief and social services and microfinance, through an integrated and cohesive programme management framework;
- Providing guidance to the Field Office to enhance quality of project design and management and ensuring effective results through the capacity and skill development; managing PCM and other training courses;
- Integrating cross-cutting themes (gender, protection, livelihoods social inclusion) with field-specific programme planning process;
- Managing decentralized evaluations at the field level and supporting centralized evaluations Agency-wide.

Conditions of service

UNRWA offers an attractive and competitive compensation package including annual salary starting for **\$72,637** net tax free, plus post adjustment of **49.2%** (subject to change without notice). 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 benefits available to staff working in Gaza:

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| ✓ Hardship allowance | ✓ Family visit travel |
| ✓ Non-family service allowance | ✓ Support for settling-in of staff members' families in nearby locations* |
| ✓ R&R leave (currently every 8 weeks) | |

Additional information

The incumbent may be required to travel to UNRWA area of operations.

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 programme management, public or business administration, social sciences, or any related subject; 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 | A minimum of eight years of progressively responsible and relevant experience in programme or project management, including a minimum of four years international experience, outside one's home country, at a senior level; sound knowledge of results-based management of humanitarian and development assistance programmes, as well as monitoring and evaluation; |
| Language(s) | Excellent command of 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.

- Formulating Strategies and Concepts
- Planning and Organizing
- Relating and Networking
- Creating and Innovating
- Applying Technical Expertise

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: 3 February 2019/CX