



unrwa
الأونروا

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



Vacancy Announcement

Field Programme Support Officer, P-4 (re-advertised) Beirut, Lebanon

Deadline for Applications	24 October 2018 (10 October 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-FO-LB-51

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 Lebanon

Some 450,000 Palestine refugees are registered with UNRWA in Lebanon with around 53 per cent living in the 12 recognized refugee camps, all of which suffer from serious problems, including poverty, overcrowding, unemployment, poor housing conditions and lack of infrastructure. Because they are not formally citizens of another state, Palestine refugees are unable to claim the same rights as other foreigners living and working in Lebanon. Among the UNRWA fields, Lebanon has the highest percentage of Palestine refugees living in extreme poverty. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees in Lebanon, this role will give you the opportunity to support the coordination of programme and project planning processes within the Lebanon Field, ensuring the integration of cross-cutting themes (gender, protection, social inclusion), and to assist in the direction and coordination of all programmes.

UNRWA in LEBANON

The main responsibilities include:

- Supporting the programme and project planning process and providing input, within the context of Agency Strategic and Programme framework, into cyclical two-year effective Field/Country Plan; building Field capacity to assess, deliver, monitor and evaluate Field interventions;
- Managing the actual application of Programme Management Cycle (PMC); providing support to Programme Chiefs in carrying out all phases of PMC with due focus on project management; facilitating results-based programme plans built on evidence and logical frameworks; incorporating efficient use of inputs, indicators of impact, outcomes and outputs;
- Assisting the Deputy Director of UNRWA Affairs (Programmes) in the direction and coordination of all programmes in the field, including health, education, relief and social services and microfinance programme, through integrated and cohesive project management framework;
- Providing guidance to the Field Office to enhance quality of project management and ensuring effective results from the capacity and skill building; managing training courses on the PMC;
- Integrating cross-cutting themes (gender, protection, social inclusion) with field-specific programme planning process.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** net tax free with post adjustment of **49.1%** (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 to UNRWA 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 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 experience in programme or project management, including a minimum of four years international experience, outside your 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. |

Desirable qualifications:

- Knowledge of UNRWA Rules and Directives, and of the sources from which they are compiled;
- Good command of Arabic and French;
- Working knowledge and experience of the Agency's operations in the Middle East, and knowledge of Middle Eastern culture.

You will also need to demonstrate the following competencies:

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- Ability to plan and prioritize own work well under tight deadlines and handle multiple concurrent activities;
- Positive attitude and strong analytical, interpersonal and communication skills;
- Proven ability to exercise the initiative and resourcefulness necessary for prioritizing multiple clusters/components;
- Proficiency in using computer software and applications used for social science research and analysis;
- Evidence of utilization of planning tools and methodologies for the application of assessment, design, monitoring and evaluation purposes.

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: 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 retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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: 26 September 2018/LF