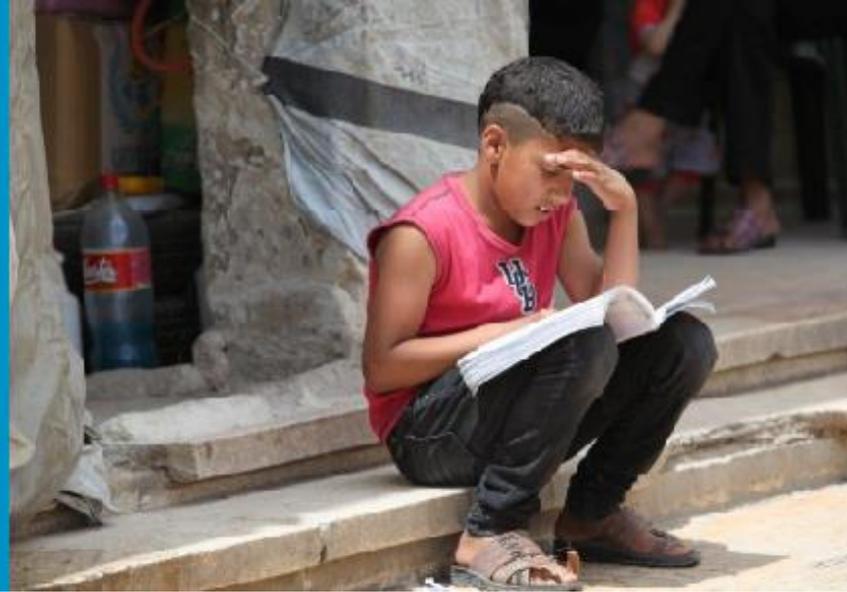




UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Field Programme Support Officer, P-4 Damascus, Syria

Deadline for Applications	25 February 2019 (11 February 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-FO-SA-06

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 Syria

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly encroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighbouring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.

Do you want to make a lasting difference?

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

UNRWA in SYRIA

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 Affairs (Programmes) 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 compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **32.8%** (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 benefits available to staff working in Syria:

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| ✓ Danger pay | ✓ Family visit travel |
| ✓ Hardship allowance | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance | |

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 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: 29 January 2019/CX