



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



Vacancy Announcement

Human Resources Specialist, Special Projects, Complementary Personnel and Outreach, P-4 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-69

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 manage and participate in special projects of strategic nature, such as special reforms, change management and gender parity; develop an outreach

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strategy, and manage the Agency's Complementary Personnel in coordination with relevant departments, donors and partners; develop, update and monitor compliance with policies, procedures and standards on the use of Individual Service Providers.

The main responsibilities include:

- Managing and participating in special projects, working groups and task forces of strategic nature in the areas of special reforms, change management, gender parity and others as designated;
- Being responsible for developing and implementing an outreach and sourcing strategy, which will assist HR and Hiring Departments to identify and attract top talent for priority areas; building strategic partnerships with academic institutions, partner organizations and recruitment agencies to identify and attract top talent; initiating other outreach activities that target both potential active and passive candidates;
- Coordinating UNRWA's employer presence in different fora, such as online media, career fairs and conferences; creating training documents and supporting HR capacity building initiatives on outreach and sourcing; supporting in the preparation and launch of specific recruitment campaigns; developing and implementing targeted outreach campaigns for generic vacancy announcements and priority recruitments;
- In collaboration with relevant HRD staff, developing, updating and monitoring compliance with policies, procedures and standards on the use of Individual Service Providers (ISP); providing advice to CHROSD, DHR and senior managers in Agency Fields/Departments in relation to their contracting, administration and separation. Under the authority of DHR, approving or rejecting requests from Contracting Departments for exceptional approvals as may be required by the Agency's Individual Service Provider modality and contract costs that exceed the expenditure thresholds stipulated therein; leading overall monitoring and evaluation functions in relation to the Agency's use and management of Individual Service Providers and contributing to the development of the Agency's processes and information management tools to facilitate such functions;
- Managing all other complementary personnel in coordination with relevant Agency Fields/Departments, donors, and partners; exploring opportunities with donors, partners and other identified sources to provide complementary personnel to the Agency; monitoring policies and practices in the Agency towards complementary personnel and advising the Agency's Fields/Departments on their use; identifying systemic issues and gaps; developing solutions in coordination with all concerned and ensuring their effective implementation in relation to specific circumstances of Agency Fields/Departments;
- Supervising maintenance, enhancement and customization of comprehensive and up to date database for all complementary personnel and the modalities under which they have been engaged and monitoring and reporting on their use.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** 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 | |

To qualify for this position, you will need:

- Education** An advanced university degree (Master's or equivalent) from an accredited educational institution in human resources management, public or business administration or other related field; 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 8 years of progressively relevant responsible experience in human resources management and/or other related area, including 2 years of relevant international experience outside your home country.
- Language(s)** Excellent command of spoken and written 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.

- Creates and Maintains Impact and Partnership
- Persuading and Influencing
- Delivers Results
- Planning and Organizing
- Professionalism
- Formulating Strategies and Concepts
- Creating and Innovating

Desirable qualifications

- Detailed knowledge of UNRWA Staff Regulations, Rules and Directives, and of the sources from which they are compiled;
- Working knowledge and experience of the Agency's operations in the Middle East and knowledge of Middle Eastern cultures.

Additional Information

The incumbent might be required to travel in the Agency's area of operations.

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/CX