



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



Vacancy Announcement

Head, Field Legal Office, P-4 Amman, Jordan

Deadline for Applications	16 March 2019 (2 March 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-FO-JO-12

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 Jordan

More than 2 million registered Palestine refugees live in Jordan. Most Palestine refugees in Jordan, but not all, have full citizenship. There are ten recognized Palestine refugee camps throughout the country, which accommodate nearly 370,000 Palestine refugees, or 18 per cent of the country total. Jordan hosts the largest number of Palestine refugees of all of the UNWRA fields.

Over seventeen thousand Palestine refugees from Syria (PRS) have sought assistance from UNRWA in Jordan. The majority of them are believed to suffer from abject poverty and live in a precarious legal status. UNRWA accommodates PRS children in its schools and provide relief and health care to those in need.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees, this role will give you the opportunity to lead the programme of work and management of the human and financial resources of the Field Legal Office and provide legal and technical guidance and advice and mentoring for the Field Legal Office's lawyers in coordination, as appropriate, with the Department of Legal Affairs (DLA); ensure the consistent interpretation and application of the

Agency's regulatory framework and provide legally sound, timely, easily applied, politically sensitive and consistent advice on matters related to UNRWA's operation including without limitation the delivery of Agency's services and the protection of the rights, privileges and immunities of the Agency and its staff in the Field.

The main responsibilities include:

In accordance with established Agency policy and procedures and under the technical guidance and advice of the Director of Legal Affairs, you will be providing legal advice and assistance to the Director of UNRWA Operations (DUO) or Deputy Director of UNRWA Operations (DDUO) as applicable, other Agency officials and individual staff members in the assigned Field and coordinates with Headquarters, on matters related to UNRWA's operation in the Field including:

- Leading the programme of work and management of the human and financial resources of the Field Legal Office and providing legal and technical advice and mentoring for the Field Legal Office's lawyers in coordination, as appropriate, with the Department of Legal Affairs (DLA); advising on and ensuring the consistent interpretation and application of the Agency's regulatory framework and international law, in particular UNRWA Area and International Staff Regulations, Rules and associated administrative issuances, Financial Regulations and Organizational Directives;
- Providing legally sound, timely, easily applied, politically sensitive and consistent advice on matters related to UNRWA's operation including without limitation the delivery of Agency's services and the protection of the rights, privileges and immunities of the Agency and its staff in the Field;
- Drafting, reviewing, and as appropriate, supervising and overseeing the negotiation of all types of field-related contractual modalities, including contracts for procurement of goods and/or services, the construction and maintenance of buildings, use of land, lease agreements, memoranda of understanding, legal submissions and other legal documents related to the Field operation;
- Providing legal advice and assistance on matters relating to administrative and employment law and other relevant issues including advising the application of the Agency's regulatory framework relating to administrative and disciplinary measures and entitlements;
- Providing legal advice and assistance on the interpretation and application of relevant public international law, including UN law, international human rights, humanitarian and refugee law and practice, particularly as it relates to protection of and the provision of humanitarian assistance to the Palestine refugees in the Field; advising on, promoting and addressing the status and mandate of the Agency, privileges and immunities and related responsibilities of the Agency and its personnel, including violations of the privileges and immunities of the Agency and its personnel in the Field and in particular interference with its premises and mistreatment of its personnel, and humanitarian principles;
- Liaising, in coordination with Field and HR colleagues, as appropriate, with appropriate external actors such as the local governmental authorities to safeguard and facilitate the Field's operations, including following up on the implementation of the Field's requests to the relevant authorities and drawing the attention of senior Agency officials to potential problems or disputes with the relevant authorities;
- Advising on resolution of contractual and tortious claims against the Agency and its staff members in their official capacity, including overseeing, supporting and conducting negotiations, settlements and arbitration (in coordination with DLA);
- Seeking access to and information about Agency staff in detention; interviewing staff during or after their release from detention, and if applicable advising upon applications for reinstatement and reemployment;
- Providing advice and support to, and as requested, participating in investigations into allegations of staff member misconduct and other matters in consultation with the Department of Internal Oversight Services, HQ, as appropriate;
- Serving on and providing legal advice to various Boards and Committees as requested, including as member of the Local Committee on Procurement.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **45.3%** (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:

- ✓ Dependency allowances
- ✓ Rental subsidy
- ✓ Education grant for children
- ✓ Home leave travel
- ✓ 6 weeks (30 working days) annual leave
- ✓ Pension fund entitlements under the UN Joint Staff Pension Fund
- ✓ International health insurance; optional life insurance
- ✓ Disability protection

Additional information

The incumbent will be required to reside in her/his duty station and may travel occasionally to other areas of the Agency's operations in the Middle East.

To qualify for this position, you will need:

- Education** An advanced university degree (Master's or equivalent) from an accredited educational institution in Law preferably with specialization in international, administrative/public, employment or commercial law and preferably admission to practice law in a recognized jurisdiction; 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 eight years of progressively responsible and relevant experience as a lawyer in the United Nations, other international organization, government service, the commercial/private sector or NGO, including a period of experience in contract or commercial law, or administrative or employment law, including a minimum of two years of relevant experience at international level outside one's home country;
- Language(s)** Excellent command of written and spoken English.

Desirable qualifications

- Knowledge of the history and contemporary issues of the Middle East;
- Familiarity with the UN Common system and practices;
- Working knowledge of spoken and written Arabic;
- International experience working outside the incumbent's home country.

You will also need to demonstrate the following competencies:

- Ability to establish and maintain effective working relationships with others in team environment;
- Ability to negotiate effectively;
- Ability to effectively compile and synthesize information;
- Proven ability in the analysis of facts/information, the development of rigorous arguments and replies and the provision of sound advice;
- Good English drafting skills;
- Ability to progress with work independently and to participate as a member of a team;
- Ability to communicate effectively with a range of internal and external contacts.

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.

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