Vacancy Announcement

Human Resources Officer, Grade 15/LDC
HQ Amman

Vacancy Announcement Number: 19-AR-AM-05
Deadline for Applications: 23 February 2019
Contract Status: Option One:
Duration: Fixed-Term Appointment for (applies to internal candidates on Fixed-Term contract only)
3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need

Contract Status: Option Two:
Duration: Limited Duration Contract (applies to external candidates and internal candidates on LDC)
1 year, renewable; Appointment subject to funding confirmation.

Department: Human Resources

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 looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you.

The main responsibilities include:

- Coordinating the review, study and settlement of Services Incurred Injuries cases Agency-wide and providing required feedback and reporting to stakeholders, as required;
- Overseeing the implementation of Staff Rules, procedures and processes Agency-wide and developing effective tools for monitoring; interpreting Staff Regulations and Staff Rules, reviewing personnel cases and providing relevant advice and solutions to HQ Departments and Fields;
- Contributing to the roll-out of Human Resources (HR) introduced e-systems Agency-wide, including system testing, updating, training and trouble-shooting; providing HR expertise during Enterprise Resource Planning (ERP) system development;
- Preparing studies, surveys, statistics and reports on all Area staff matters, as required;
- Preparing and reviewing submissions on various Area personnel matters to his/her supervisors; studying and responding to requests for exceptional approvals Agency-wide; responding to queries from Audit and Department of Legal Affairs (DLA);
- Leading the team to provide comprehensive support on major ongoing projects/ issues, such as Exceptional Voluntary Separations (EVS), Early Voluntary Retirement (EVR) etc, and provisions of quarterly and annual reports;
- Following up on Performance Management System including Opportunity To Improve cases; be responsible for the management of the APS Knowledge Management System (KMS);

Additional information
The incumbent may be required to travel in the Agency’s area of operations.

Conditions of service

Option One: Fixed Term Appointment, Grade 15
Monthly basic salary JD 927.30. plus special occupation allowance of 25% of the basic salary. Other benefits include monthly Provident Fund contribution (15% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

Option Two: Limited Duration Contract (LDC- Band F)
Monthly basic salary ranges JD 977.20 depending on the professional knowledge and experience. Other benefits include compulsory medical insurance, 30 days of annual leave pre-rated to the duration of the contract where less than one year, and family allowance (if applicable).

To qualify for this position, you will need:

Education
A university degree from an accredited educational institution in human resources, Business, Public administration, Management or any other related field.

Work experience
At least five years of experience in administrative and human resources management or application of administration, public or criminal law, with at least one year experience in an international, governmental or large commercial organization.

Language(s)
Excellent command of written and spoken English and Arabic.
You will also need to demonstrate the following competencies:

- Learning and Researching
- Planning and Organizing
- Deciding and Initiating Action
- Coping with Pressure and Setbacks
- Applying Technical Expertise


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

Applicants are required to register at http://jobs.unrwa.org by creating a personal profile and completing an UNRWA Personal History Form. Please note that UNRWA only accepts degrees from accredited educational institutions. Only applications received through http://jobs.unrwa.org will be considered. Due to the large number of applications received, only applicants short-listed for interview will be contacted via e-mail only. Please ensure that the e-mail address indicated in your Personal History Profile is accurate.

The United Nations does not charge fees at any stage of the recruitment process (application, testing, interviewing, etc). The United Nations does not concern itself with information related to bank accounts.

General Information

This vacancy notice is open to internal and external candidates. As an Area post, preference will be given to local candidates already based in the duty station of the post.

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. 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.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Date of issue: 10 February 2019/ MA