Vacancy Announcement

Manager, Organizational Design and Compensation Services, P-4
HQ Amman, Jordan

Deadline for Applications 04 March 2020
(19 February 2020 for internal applicants)
Duration 2 years, with the possibility of further extension
Vacancy Announcement Number 20-HQ-AM-07

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. For this role, UNRWA is looking for a mature manager who can manage the overall activity portfolio of the organizational design and compensation team and advise Chief, Human Resources
The main responsibilities include:

- Managing the Agency’s planning, coordination and implementation of organization design, classification and compensation systems and all other related activities; leading, planning and coordinating the conduct of major departmental and inter-departmental reviews of Agency organization structures, work methods and staffing; planning, developing, revising and implementing the Agency job classification system for International and Area staff and providing oversight and coordination for the design, maintenance and updating of the compensation system for Area staff with a view to ensuring coordination of Human Resources Department (HRD) resources for strategic alignment in the areas of organizational design and classification in consultation with her/his supervisor;
- Assessing the relevance of the existing regulatory framework; developing and recommending changes to classification and compensation policies as regards relevant organization directives, technical procedures, methodologies, standards and norms to ensure the team works under a contemporary framework;
- Participating in inter-departmental working groups and assignments related to the division’s work and wider HR agenda; coordinating and contributing to pertinent initiatives in the context of Agency-wide reforms and compensation matters and integrating its various components with HR and organizational strategies based on a thorough assessment of needs of the various stakeholder groups in the Agency;
- Leading and directing the work of subordinate staff in relation to organizational design, management studies, job analysis and classification for International and Area posts; monitoring the compensation and benefits work plan and providing necessary support to ensure the deliverables are met; coordinating the activities for work assignments involving compensation and organizational design; developing the capacity of subordinate staff through coordination and planning activities; in consultation with Head, Compensation and Benefits Section, optimizing/mobilizing resources from both teams for increased efficiency, allocating staff across teams in response to ODC priorities and building and maintaining positive working relationships;
- Providing leadership and guidance on staff training at HQ and in the Fields in the areas of work related to organisation design and classification issues; developing cross-section and cross-HRD division knowledge transfer activities; establishing and maintaining effective work relations with various stakeholder groups in the Agency including management, staff unions (as instructed by the Executive Office or Director of Human Resources) and staff at large; coordinating and ensuring quality for technical advice and guidance to managers and staff on job design, organizational structures, classification and compensation issues;
- In close coordination with her/his supervisor, reviewing and proposing changes to internal management processes and procedures with the objective to improve efficiency, productivity and quality of the Division’s output and reduction of processes and procedures that hinder efficiency;
- Assisting her/his supervisor in managing other sections of the division, as requested, and acting as Officer-in-Charge for the Division during the latter’s absence.

To qualify for this position, you will need:

**Education**

Advanced university degree from an accredited educational institution in public or business administration, human resources, industrial engineering or a related field, ideally with coursework in organizational design, compensation or public sector project management; 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 directly relevant and progressive work experience, of which three years should have been in an international, a large governmental or a commercial organization, preferably within the UN system in addition to two years of relevant experience at international level outside your home country.

Experience in working with computerized spreadsheets and databases and project charts.

**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.**

- Leading and Supervising
- Analyzing
- Persuading and Influencing
- Creating and Innovating
- Entrepreneurial Thinking

**Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at **$73,516** net tax free with post adjustment of **43.9%** (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 travel in the Agency’s area of operations.


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**Who we are**

For 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/](https://www.unrwa.org/)

**How to apply**

To start the application process, applicants are required to register at [http://jobs.unrwa.org](http://jobs.unrwa.org) by creating a personal profile and completing UNRWA Personal History Form. Only applications received through [http://jobs.unrwa.org](http://jobs.unrwa.org) will be considered. Due to the large number of applications received, only short-listed applicants will be contacted via e-mail only. **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: 06 February 2020/ RJ