



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



Vacancy Announcement

Publications Editor and Social Media Coordinator, P-3 Jerusalem

Deadline for Applications	17 March 2019 (3 March 2019 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	19-HQ-JR-13

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:

- Acting as key English-language editor and copywriter in support of UNRWA campaigns and for day-to-day copy, including human interest stories, photo essays and other public-facing content, to ensure compliance with the UNRWA English-language style guide and consistency with the Agency’s communications strategy and advocacy objectives;
- Researching, writing and editing UNRWA English-language publications and printed materials, including reports, appeals, brochures, fact sheets, maps, calendars, post cards, posters, etc. in collaboration with designers and UNRWA staff;
- Supervising design, layout and printing of all English-language printed materials, either in-house or with a professional design company, as appropriate;
- Supporting the Agency’s online presence through the editing of content and development of graphics and multimedia products for the website and social media, in collaboration with the Digital Communications Officer and other UNRWA staff;
- Scheduling and drafting posts for UNRWA social media platforms, including Facebook, Twitter and Instagram in coordination with Field Public Information Officers (FPIOs) and the Director of Strategic Partnerships; monitoring social media pages and engaging with users, providing initial feedback in consultation with the Arabic Spokesperson and Director of Communications to ensure ethical standards are maintained;
- In coordination with the Field Public Information Officers and programme communications focal points, writing and editing English-language press releases for the Donor Relations Division, Strategic Partnerships Division, HQ departments and Executive Office;
- Providing branding and editing support to UNRWA staff, including headquarters departments, representative offices and national committees, and developing branded templates for external and internal communications, including publications and internal documents, to ensure compliance of English-language publications and printed materials with Agency style guide and branding guidelines.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$60,233** net tax free with post adjustment of **49.2%** (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 information

Occasionally, incumbent may be asked to travel to various locations in UNRWA fields of operations in the course of duties.

To qualify for this position, you will need:

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| Education | A university degree from an accredited educational institution in communications, public relations, journalism, or related field. |
| Work experience | At least six years of relevant experience in copywriting and editing and implementing communications guidelines, including two years of experience at international level outside one’s home country; Experience with international organizations, INGOs, major media outlets or similar organizations in a development context is an asset; demonstrable knowledge in digital media and publishing software. |
| Language(s) | Excellent command of written and spoken English at native language level; Satisfactory knowledge of Arabic language is an asset. |

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.

- Applying Technical Expertise
- Planning and Organizing
- Creating and Innovating
- Adapting and Responding to Change

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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