



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



## Vacancy Announcement

### *Senior Education Programme Specialist, P-4 Amman, Jordan*

<b>Deadline for Applications</b>	17 October 2018 (3 October 2018 for internal applicants)
<b>Duration</b>	2 years, with the possibility of further extension
<b>Vacancy Announcement Number</b>	18-HQ-AM-49

**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.

#### **Access to quality education for every Palestine refugee child**

UNRWA has worked for over 60 years to ensure that all Palestine refugee children have access to quality education. You will be joining a team of nearly 22,000 Education Staff across the Agency working to ensure the right of quality education to around half a million Palestine refugee children. High-quality basic education provides young Palestine refugees with an understanding of their place in the world and a common set of key values, including dignity, tolerance, cultural identity, gender equality and human rights, and helps them develop the skills to thrive as adults in an evolving, challenging landscape.

Our students are among the most highly educated in the region. Since the 1960s, girls have made up around half of UNRWA students. UNRWA students' literacy and levels of educational attainment are among the highest in the Middle East.

#### **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 provide strategic support and assistance on a range of issues, to ensure the delivery of quality, inclusive and equitable basic education for Palestine refugee children.

EDUCATION

### **The main responsibilities include:**

- Supporting the director in overseeing programme delivery of all key areas of the Education programme, ensuring that policies, strategies and systems are effectively implemented and embedded in the Agency's rules and procedures, while ensuring collaborative relationships with internal and external partners, and that overall reporting is in compliance with the Agency's and donor requirements and demand;
- Leading on all performance related monitoring of the Education Programme Agency-wide including: quality assuring and analysing data with regard to the Agency RBM system; drafting Education Programme related content for all Agency annual reports, using EMIS as a key data source; developing indicator methodology and setting indicator targets in collaboration with the five Fields; participating in key performance related fora such as the Annual Results Review, Harmonised Donor Working Group etc.; in this regard, plays a lead role in drafting and reviewing analytical narrative reports and other material, adapting writing style and content for a wide variety of audiences as needed;
- Supporting the Director of Education in ensuring the effective design, implementation and analysis of all research work, both quantitative and qualitative including initiation of key agency-wide studies including the periodic Monitoring of Learning Achievement (MLA) Tests, the Perceptual Survey, the Classroom Observation Study and others as relevant, in coordination with the relevant HQA units; in this regard, playing a lead role in drafting and reviewing technical briefs, reports and research reports, adapting writing style and content for a wide variety of audiences;
- Supporting the Education in Emergencies (EiE) Programme of the Department at a strategic level to ensure innovative design and proper integration of EiE in the overall Agency-Wide Monitoring System;
- Playing a key role in building capacity of Education colleagues in both HQA and the Fields with regards to data collection, indicator methodology, data analysis and monitoring and assessment more broadly;
- Providing support in keeping abreast of regional and global research findings and research studies to consider their implications and relevance for UNRWA

### **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 |   |

### **Additional information**

The incumbent will be based in Amman and may be required to travel throughout the Agency's area of operations in the Middle East or beyond.

### **To qualify for this position, you will need:**

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|------------------------|--|
| <b>Education</b>       | An advanced university degree from an accredited educational institution in education, organizational development and management, social sciences, international relations or a 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;                                 |
| <b>Work experience</b> | At least eight years of progressively responsible relevant experience in the field of education, or other social sciences areas at UN, multilateral or bilateral international organizations and NGOs, of which at least four years must be outside one's home country in a development and/or humanitarian context in education programme planning, implementation and managing projects. |

**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;
- Planning and organizing;
- Applying technical expertise;
- Analysing;
- Relating and networking;
- Formulating strategies and concepts.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

**Who we are**

For over 65 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 retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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: 19 September 2018/LF