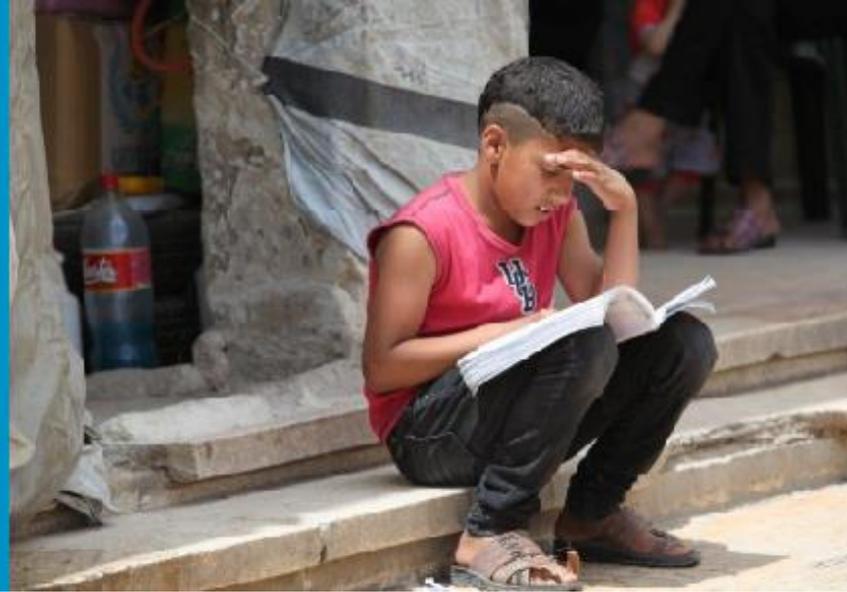




UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Senior Humanitarian Response Officer, P-4 Damascus, Syria

Deadline for Applications	5 April 2019 (22 March 2019 for internal applicants)
Duration	1 year, renewable; Appointment subject to funding availability
Vacancy Announcement Number	19-FO-SA-15

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 Syria

Even before the outbreak of the current conflict, Palestine refugees in Syria were a vulnerable population, lagging behind the host population in key development indicators. The community had higher rates of infant mortality and lower rates of school enrolment among other significant indicators and their long-term future was uncertain. Palestine refugees have also been vulnerable to the ongoing conflict, as violence has increasingly encroached upon the Palestine refugee camps. Many have been displaced within Syria, while thousands of others have fled to neighbouring countries, including Lebanon and Jordan. The situation remains volatile, with numbers and needs constantly changing, but despite the many challenges, UNRWA is continuing its emergency relief, health and education services in Syria.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestinian refugees in Syria, this role will give you the opportunity to manage the Emergency Operations Support Team (EOST) and facilitate strategic planning and implementation of UNRWA's humanitarian response projects in Syria. You will contribute to both strategic and operational oversight to SFO's humanitarian response and ensure that the phases of the project cycle management are pursued within a cohesive framework of best practice and high standards, while also

UNRWA in SYRIA

playing a key role in managing the budget of the emergency appeal.

The main responsibilities include:

- Managing and supervising the Emergency Operations Support Team (EOST) at SFO Damascus, ensuring timely provision of operational support to the Syria Field Office's Emergency Response Team (ERT) and coordinated provision of timely and adequate (programmatic, logistics, etc.) support to Area Emergency Response Teams (AERTs); overseeing the performance of the EOST to ensure that it performs its functions rapidly, efficiently and with high impact for humanitarian assistance to Palestine refugees;
- Facilitating the use of Project Cycle Management (PCM) approach within all humanitarian response projects, with a focus on needs-based planning, monitoring, reporting and evaluation, and integrated programming in accordance with international best practice;
- In coordination with the relevant Field and Headquarters departments, leading periodic revision of Syria Field's humanitarian response plans and related project proposals; consolidating submissions (verifying costs, viability and adherence to best practice and technical instructions); coordinating with HQ and other Field Offices for harmonisation and final submission of UNRWA's Syria Humanitarian Response Plan (SHARP); ensuring that SHARP conforms to the Agency's common framework of standards;
- In coordination with concerned Syria Field and Headquarters Departments, consolidating and supervising the implementation of the humanitarian response budget, including through allocation and monitoring of funds (commitments, expenditures and allotments);
- Monitoring the implementation of the humanitarian response projects to verify adherence to donor stipulations, grant agreement guidelines and deadlines; alerting programmes when corrective action is necessary and assists in implementing such action;
- Acting as the SFO focal point for coordination with external interlocutors and HQ External Relations and Communications Department on humanitarian response activities;
- Ensuring development and regular update of communication plans.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$72,637** net tax free with post adjustment of **32.8%** (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 benefits available to staff working in Syria:

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| ✓ Danger pay | ✓ Family visit travel |
| ✓ Hardship allowance | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance | |

Additional information

The incumbent may be required to travel to UNRWA area of operations.

To qualify for this position, you will need:

- Education** Advanced university degree from an accredited educational institution in programme management, economics, business administration, or any other related discipline; 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 of progressively responsible and relevant experience in programme or project management or coordination, four of which should have been in a large governmental, international or commercial organization, including a minimum of two years of work experience at international level outside one's home country. Experience in emergency planning and response and/or humanitarian operations. Extensive working experience in a post conflict and transitional context.

Language(s)

Excellent command of written and spoken English.

Desirable qualifications:

- CCCM training and/or experience desirable.
- Working knowledge of Arabic language;
- Working knowledge and experience of the Agency's operations in the Middle East, and knowledge of Middle Eastern culture;
- Knowledge of UN Rules and Regulations; familiarity of work within the United Nations system with demonstrated knowledge of its values and principles.

You will also need to demonstrate the following competencies:

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to plan and prioritise own work, work well under tight deadlines and handle multiple concurrent activities;
- Demonstrated skills in working with others and ability to handle sensitive issues;
- Ability to operate standard computer software used by the Agency including spreadsheets and databases;
- Positive attitude and strong analytical, interpersonal and communication skills;
- Familiarity with project cycle management and Logical Framework Analysis;
- Understanding of budgetary requirements and planning;
- Ability to develop clear goals and identify priority activities and assignments.

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.

Date of issue: 9 March 2019/CX