Vacancy Announcement

Senior Humanitarian Response Officer, P-4
Damascus, Syria

Deadline for Applications 4 October 2020
(20 September 2020 for internal applicants)
Duration 1 year, renewable; Appointment subject to funding availability
Vacancy Announcement Number 20-FO-SA-25

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 applicants from under-represented groups (based on, for example, gender, 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, and at least 40% remain internally displaced, while thousands of others have fled to neighboring countries, including Lebanon and Jordan. With the spread of Covid-19 pandemic in the country, the socio-economic situation of Palestine Refugees has further deteriorated. UNRWA continues 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 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 Syria Field Office (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 (HQ) 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; ensuring that the plan 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.

To qualify for this position, you will need:

**Education**
Advanced university degree from an accredited educational institution in programme or project 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 2 continuous years of relevant international experience outside UNRWA, and outside the country(s) of which the candidate is a national or holds citizenship, a passport or a national identity number;
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.

**Conditions of service**
UNRWA offers an attractive compensation package including annual salary starting at $73,516 net tax free with post adjustment of 31.2% (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:

- 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 benefits available to staff working in Syria:
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.
A roster may be created from the selection exercise and successful candidates may be eligible for appointment to the same post or a similar post. UNRWA may also share its roster pool with other UN Agencies as part of the Mutual Recognition Agreement.

The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

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: 7 September 2020/AD.