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



Vacancy Announcement

Senior External Relations and Projects Officer (Arab Countries), P-4 Amman, Jordan

Deadline for Applications	1 December 2018 (17 November 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-60

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. In this role,

EXTERNAL RELATIONS

you will be given the opportunity to participate in developing and maintaining effective relations with Arab donor governments and other funding organizations and monitoring the implementation of an Agency-wide portfolio of projects funded by these donor countries and institutions.

The main responsibilities include:

- Managing relationships with key Arab donors, participating in the establishment and elaboration of external relations and fund-raising strategies for both governments and public/private institutions; participating in the development and implementation of resource mobilization and advocacy policy;; providing a consistently high level of response and service to key Arab donors; actively pursuing innovative avenues of cooperation for funding opportunities by Arab donors in the Middle East and Gulf region; providing counsel to the Director of Arab and Regional Partners, Director of External Relations and Communications, and other senior UNRWA officials;
- Negotiating bilateral agreements with donors on behalf of the Agency; negotiating and drafting project proposals in coordination with field offices; analysing, reviewing and editing project proposals, progress reports and keeping abreast of developments in projects funded by Arab donors; drafting correspondence for the purpose of fund-raising and advocacy; producing briefing materials and talking points for senior management including the Commissioner-General, Deputy Commissioner-General, and other Senior UNRWA Officials;
- Promoting and implementing the Agency’s Resource Mobilization Strategy with results-oriented concrete actions; organizing and participating in senior level missions to donor capitals; participating in meetings, conferences and policy-level bilateral discussions with senior government civil servants or at the political level; organizing and participating in donor field trips in the five fields of operations including with Arab delegations from capitals;
- Contributing to the development and strategic use of outreach materials and media for the purpose of increased public awareness and fund-raising; drafting donor brochures; overseeing the preparation of visibility plans;
- Making significant contributions to various fund-raising documents including appeals and Department’s reports and policy documents;
- Ensuring proactive coordination and timely follow-up with concerned Departments, Field Offices and Representative Offices on contributions, donor-funded projects and external relations activities.

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 | |

To qualify for this position, you will need:

Education An advanced university degree (Master’s or equivalent) from an accredited educational institution in political science, international relations, public administration, law or economics or similar 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.

Work experience At least eight years of progressively responsible experience working for a national/international organization or development agency as well as a proven track record in fundraising within the Middle East, including two years of relevant international experience outside your home country;

Language(s) Excellent command of written and spoken English and Arabic.

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.*

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent knowledge of the political, cultural and economic context in the Middle East and in particular in the Gulf Region;
- Proven ability to maintain good professional relations with a variety of interested stakeholders in different settings;
- Proven track record in attracting significant funding for humanitarian and project purposes from governmental and other institutional sources in the Middle East, in particular the Arabian Gulf;
- Proven ability in the design and preparation of proposals and reports;
- Strong communication skills, ability to handle details and present a persuasive case;
- Ability to develop clear goals, independently plan and prioritize own work, work well under tight deadlines and handle multiple concurrent activities;
- Positive attitude and strong analytical, interpersonal, communication and coordination skills;
- Ability to find creative solutions to problems and negotiate with and influence others;
- Excellent computer skills.

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 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: 4 November 2018/ LAN