Vacancy Announcement

**Director, UNRWA Representative Office, D-1**
**New York**

**Deadline for Applications**: 28 August 2019
(7 August 2019 for internal applicants)

**Duration**: 2 years, with the possibility of further extension

**Vacancy Announcement Number**: 19-RO-NY-42

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 passionate about making a lasting difference for Palestine refugees, under the direct supervision of the Commissioner-General, this role, which is located at the UN Headquarters in New York, will provide you with the opportunity to ensure optimum strategic management of UNRWA’s relations with UN Headquarters, with Member States and UN Agencies. It is essential that you maintains close and mutual supportive working relations with the Deputy Commissioner-General, Director, External Relations and Communications, and the Head of the Representative Office.
The main responsibilities include:

- As required by the Commissioner-General, representing and promoting UNRWA’s interests, engaging actively with the Member States on a bilateral and multilateral basis, including with regional groupings, with UN agencies and with relevant decision-making bodies of the United Nations, notably the UN Security Council and the UN General Assembly, to increase financial and political support for UNRWA and Palestine refugees in key-intergovernmental fora in UN Headquarters in New York;
- Working closely with the Chief of Staff; representing the Agency in senior inter-agency fora at UN Headquarters in New York, and in coordination with the relevant Departments of the UN Secretariat and UN Agencies, on issues of direct concern to UNRWA’s operations and mission, including UN biennium budget and audit matters, protection of civilians and Palestine refugees, gender issues and other thematic issues of relevance to the Agency. Engaging with the Secretariats of other international organizations based in New York on matters of mutual concern to strengthen synergies where possible and enhance support for UNRWA and Palestine refugees; reporting frequently to the Commissioner-General;
- Representing the Agency vis-à-vis Member States including the Canadian Government, engaging those that provide contributions to UNRWA or which are part of the Resource Mobilization Plan regularly to ensure that they are briefed fully regarding UNRWA’s mandate, mission and requirements in the context of the regional issues of the Middle East; performing the same vis-à-vis interlocutors including Canadian legislatures, in line with principles of neutrality; reporting frequently to the Commissioner-General;
- Under the direction of the Director, External Relations and Communications and in coordination with UNRWA Spokesperson, supporting the implementation of UNRWA’s resource mobilization and strategic communications frameworks across UN Headquarters and Member States. Regularly disseminating information to UNHQ-based media in New York as well as civil society organisations that interact with UNHQ; responding to queries from media and other organisations; giving interviews and fulfilling speaking engagements concerning Agency affairs;
- Under the direction of the Director, External Relations and Communications, and in coordination with UNRWA Spokesperson and ROWASH, building and sustaining partnerships with international organizations, the private sector, national and local charitable institutions, and high value individuals, amongst others; maintaining awareness and support through special events requiring dedicated support, speaking engagements and informational outreach;
- Supervising the administration functions carried out by the Office.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at $99,595 net tax free with post adjustment of 67.5% (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

To qualify for this position, you will need:

**Education**  
Advanced university degree (Master’s or equivalent) from an accredited educational institution in political science, public or business administration 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.

**Work experience**  
At least 15 years of progressively responsible and relevant experience in political or administrative affairs of which at least 10 years should have been in a large governmental or international organization, including at
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: 25 July 2019/CX