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



Vacancy Announcement

Associate External Relations and Projects Officer, P-2 Jerusalem

Deadline for Applications	12 November 2018 (29 October 2018 for internal applicants)
Duration	1 year, renewable; Appointment subject to funding confirmation
Vacancy Announcement Number	18-HQ-JR-55

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, you will be given the opportunity to contribute to the Agency's fund-raising activities and manage donor relations and project administration.

EXTERNAL RELATIONS

The main responsibilities include:

External Relations and Fundraising

- Under the direct supervision of the Chief Donor Relations (C/DRD) and guidance of the Senior External Relations and Projects Officer (SERPO), participating in developing and maintaining effective relationships with donors, and organizing and participating in missions and meetings with donor countries, as necessary; providing a consistently high level of customer service to local donor representatives and their officials in capitals;
- Collating data for market research on target countries to help assess their fundraising potential for UNRWA and suggest avenues of cooperation for funding opportunities;
- As requested, and under the guidance of SERPO, preparing a first draft of briefing documents, including letters, briefing notes, background documents for the review of C/DRD; preparing for meetings with donors and organizing visits for Senior UNRWA officials;
- Contributing to the dissemination of accurate information regarding the Agency's functions among government officials, media, civil society, and the public; checking project progress and final reports for accuracy against donor agreements and requirements, and drafting correspondence for the purpose of fundraising and advocacy;
- Assisting in developing and implementing the Agency's resource mobilization strategy, and conducting research into potential contributors;
- In coordination with SERPO, contributing to the development of outreach materials for the purpose of fundraising;
- Preparing negotiations for bilateral agreements, Memoranda of Understanding (MOUs) and project proposals with donors on behalf of the Agency; following up with donors on requests regarding extension or modification of projects.

Projects Administration

- Assisting in provision of guidance and relevant information to DRD's Project Office to ensure proper implementation of an Agency-wide portfolio of projects funded by various donor countries;
- In coordination with the implementing departments, analyzing project proposals and progress reports received from UNRWA departments and field offices to ensure they meet donor requirements;
- Liaising between Field Offices, HQ Programme Departments, and donors for the preparation of proposals; in close coordination with SERPO, drafting correspondence relating to submission of reports, use of savings and interest and other related issues;
- Liaising with the Finance Department and Programme Directors to verify information before submission to donors;
- Assisting in provision of guidance to Field Offices and HQ Departments to enhance the quality of proposals and report writing;
- Supporting the Finance Department, Field Offices and Programme Departments to ensure timely submission of progress and final reports;
- Ensuring proactive coordination with concerned Departments, Field Offices and Representatives Offices on contributions, donor-funded projects and external relations activities and ensuring timely follow-up.
- Supporting the overall internal coordination, such as organizing meetings, drafting meeting notes and following up on internal issues of interest to the Donor Relations Division.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$46,472** net tax free with post adjustment of **53.3%** (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 required to travel in the Agency's area of operations.

To qualify for this position, you will need:

- Education** A university degree from an accredited educational institution in political science, international relations, business or public administrations, law, economics, development or humanitarian studies or a related discipline.
- Work experience** At least 4 years of relevant experience including experience in fundraising, donor relations, political analysis, international cooperation, and/or project management in the context of the UN, donor governments or international non-governmental organizations, including two years of international experience outside one's home country;
- Language(s)** Excellent command of written and spoken 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.

- Relating and Networking
- Applying Technical Expertise
- Analyzing
- Learning and Researching
- Following Instructions and Procedures

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: 16 October 2018/ LAN