



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



Vacancy Announcement

Human Resources Officer (Recruitment), P-3 Amman, Jordan

Deadline for Applications	28 November 2018 (14 November 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-HQ-AM-58

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.

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees, in this role you will be responsible for providing support to the Head Recruitment Section in planning and execution all international recruitment activities Agency-wide and area staff recruitment for Headquarters as required.

The main responsibilities include:

HUMAN RESOURCES

- Working in collaboration with interview panels in the preparation and facilitation of interviews and providing guidance on matters related to the recruitment and selection process; identifying recruitment sources for vacancies and designs outreach recruitment efforts; overseeing the development of appropriate tools for assessment in coordination with hiring departments; representing the Human Resources Department on interview panels; drafting interview reports and overseeing the preparation of relevant documents for submission to the Director of Human Resources or Field Office Directors;
- Participating in the day-to-day operation of recruitment services and activities including providing support to Head, Recruitment Section (HRS) in the management of all aspects of the recruitment process for international recruitment Agency-wide and assisting with local recruitment at Headquarters as required; drafting and publishing vacancy notices in coordination with the vacancy owners, reviewing and recommending amendments to the post requirements where needed to better attract a solid pool of applicants and facilitate short-listing; reviewing and screening applications against established post criteria and assisting in the determination of candidates' qualifications and experience; preparing the long list of qualified candidates for the vacancy owners; reviewing shortlists proposed by the hiring departments against the post's requirements and preparing the final shortlist for the approval of the HRS; drafting submission memos, correspondence, as well as notes to file to address extraordinary circumstances, for the review of HRS; assisting in the management and improvement of the use of various rosters utilized in the Agency; acting as focal point for the preparation and posting of Agency-wide consultancy opportunities;
- Advising HRS on suitable strategies with regard to the refinement of the Agency's recruitment and selection policies and procedures; contributing to the development and improvement of tools and templates, including the enhancement of the on-line recruitment system (ORIS); supporting the development and implementation of the Recruitment Section (RS) annual work plan and various initiatives for the continued effectiveness of recruitment activities;
- Providing guidance to Hiring Departments and candidates on matters related to the recruitment process, employment with the Agency and usage of UNRWA on-line recruitment system; contacting external parties for recruitment outreach, as required;
- Assisting HRS with reviewing the work of RS staff, including vacancy advertisement, tranching, as well as recruitment reports for junior posts, i.e. Junior Professional Officers (JPOs) and Interns; and acting as OiC Recruitment Section in the absence of HRS.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$59,151** 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 | |

Additional information

The incumbent will be required to travel in the Agency's area of operations.

To qualify for this position, you will need:

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| Education | A university degree from an accredited educational institution in human resources, public or business administration or in a related behavioral science field; |
| Work experience | Six years of relevant experience in an international, governmental or commercial organization, of which ideally four years would have been within human resources, including recruitment activities, as well as two years of relevant work experience at international level 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.

- Applying Technical Expertise
- Planning and Organizing
- Coping with Pressure and Setbacks
- Relating and Networking
- Creating and Innovating

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: 1 November 2018/ LAN