Vacancy Announcement

Registrar, P-5
HQ Amman, Jordan

Deadline for Applications 27 September 2020
(13 September 2020 for internal applicants)
Duration 2 years, with the possibility of further extension
Vacancy Announcement Number 20-HQ-AM-26

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, geography, 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
UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. 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’s Dispute Tribunal
The UNRWA Dispute Tribunal, which is utilized by the Agency as the neutral first instance of the United Nations two-tier formal system of administration of justice. The UNRWA Dispute Tribunal is established under UNRWA’s Area and International Staff Regulations and Rules and is competent to hear and pass judgment on an appeal of: (1) an administrative decision taken by UNRWA Management in respect of a staff member that is alleged to be in non-compliance with the terms of appointment or the contract of employment; or (2) an administrative decision imposing a disciplinary measure.
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 providing substantive technical and administrative support to the Judge/s of the UNRWA Dispute Tribunal in the discharge of their functions in accordance with the Statute, Rules of Procedure and any Practice Directions of the UNRWA Dispute Tribunal.

The main responsibilities include:

In accordance with the Statute, Rules of Procedure and Practice Directions of the UNRWA Dispute Tribunal and the Agency’s policy and procedures and within delegated authority:

- Providing substantive, technical and administrative support to the Judge(s) of the UNRWA Dispute Tribunal in the adjudication of cases, including by enforcing compliance with the Rules of Procedure of the UNRWA Dispute Tribunal; editing outputs of the Tribunal and researching case law, rules and regulations; developing best practices for purposes of uniformity and clarity in the parties’ filings and the smooth operation of the Tribunal; reviewing cases for receiveability and for the purpose of scheduling hearings; scheduling and managing all logistical aspects of hearings; identifying cases that are amendable to informal resolution, to be brought to the attention of the Judge(s) for possible referral to the mediation coordinating group; reviewing judgments and orders for content, accuracy, consistency and editorial purposes;
- Analyzing implications of emerging issues in and affecting the Registry and UNRWA Dispute Tribunal and developing strategies and measures to address them; preparing periodic reports on the work of the Dispute Tribunal; maintaining the UNRWA Dispute Tribunal’s case law and jurisprudence database by drafting summaries of relevant Judgments and analyses of jurisprudence from the UNRWA Dispute Tribunal, the United Nations Appeals Tribunal and other administrative tribunals in international agencies and organisations;
- Managing and administering the human, financial and other resources allocated to the Registry, including drafting and managing the yearly budget for the UNRWA Dispute Tribunal; handling all matters relating to procurement issues and conducting performance evaluations of staff; advising the Judge(s) on administrative, personnel and logistical matters related to the Registry’s operational activities, including case management;
- Representing the Office of the UNRWA Dispute Tribunal in relations within and outside the Agency; planning and conducting outreach sessions in Headquarters and Field Offices on the procedures of the UNRWA Dispute Tribunal; drafting publications as necessary; responding to inquiries and other communications from applicants; sending correspondence to applicants and respondents on behalf of the Judge(s);
- Maintaining an electronic case management system; maintaining the UNRWA Dispute Tribunal’s registers (electronic and online), the publication and dissemination of the decisions, rulings and judgments of the UNRWA Dispute Tribunal, in the required languages, through the agreed media.

To qualify for this position, you will need:

- **Education**: An advanced university degree from an accredited educational institution in law.
- **Work Experience**: At least ten years of progressively responsible experience in judicial administration or law, preferably administrative law or related areas, including at least two years in a managerial role and familiarity with budget and procurement processes, as well as 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.
- **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.

- Knowledge of administrative law and judicial procedures;
- Sound judgment and decision making;
- Ability to identify and solve problems;
- Strong analytical skills and ability to conduct comprehensive legal research on complex issues;
- Ability to design and/or develop ICT systems to support efficient management of office caseload;
- Ability to progress with work independently, show leadership and manage the functions of the office and staff;
- Ability to communicate effectively with a range of internal and external contacts;
- Ability to negotiate effectively and work collaboratively with a range of internal and external contacts;
- Deciding and initiating actions;
- Leading and supervising.

For guidance on how to prepare for competency-based interviews:  

**Desirable qualifications:**

- Thorough understanding of, and experience in, judicial structures and procedures;
- Experience in the United Nations Dispute Tribunal or Appeals Tribunal or other similar administrative tribunals within an international organization;
- Substantial experience in legal matters at the international level, preferably in an international public organization;
- Knowledge of the customs and practices of Middle Eastern countries.

**Conditions of service**

UNRWA offers an attractive compensation package including annual salary starting at $88,162 net tax free with post adjustment of 44.6% (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

**Who we are**

For 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/](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, 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: 31 August 2020/HB