



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

Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested working in a results-driven and diverse environment. If you are then we would like to hear from you.

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

Projects Assistant

Location	Gaza Field
Type of Appointment	Limited Duration Contract
Deadline for Application	24 August 2017
Vacancy Announcement Number	02-08-2017
Grade	Band "D"
Department/Division	Office of DUO'G - FPPPO

MAIN RESPONSIBILITIES

In accordance with established Agency policy and procedures, the ideal candidate:

- Maintains, updates, and follows up on the available projects information systems; updates and consolidates the list of proposals & reports; produces statistical and narrative reports on projects as needed;
- Checks the accuracy of the core data in the available information systems through coordination with the Projects Office team members, Programme Departments, Finance and External Relations and Communication Department (ERCD);
- Implements and maintains well-organized electronic archiving using MS-Outlook and other options for Documents Management;
- Ensures timely distribution of required information & clarifications related to projects to all concerned staff, and follows-up on actions required;
- Gathers, collates and compiles information and data, as required, through coordination with other Departments;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree in English-based Business Administration or Information Management Systems, with documented practical experience in project development and project cycle management;
- One year of experience that can be relevant or related to the nature of duties under consideration;
- Excellent archiving skills using MS-Outlook;
- Appropriate knowledge of Documents Managements Systems;
- Appropriate knowledge of MS-Excel for data analysis and presentation;
- Excellent report writing skills;

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$990.00 and monthly dependency allowance \$18.65 and Group Medical Insurance GMI \$12.00.
- Contract Duration: six months. Extension is subject to funds availability, continuing need and satisfactory performance.
- Leave: 2.5 per month
- Other conditions of service and benefits may apply.
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- A regular staff member can apply to this LDC post but will not be allowed to assume such post through secondment as he/she needs to leave his/her current post to accept LDC appointment.

EQUIVALENCY

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered

ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviours within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

GENERAL INFORMATION

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for non-violent means of dealing with all kinds of conflict. UNRWA staff are expected to uphold these values at all times, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل أم خارجه. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه القيم هم فقط الذين ينبغي أن يتقدموا بطلباتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل يمنع فيها التدخين

UNRWA encourages applications from qualified and experienced women. It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

10 August 2017