



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.

Paralegal

Location	Gaza Field
Type of Appointment	Limited Duration Contract
Deadline for Application	21 May 2017
Vacancy Announcement Number	03-05-2017
Grade	Band "D"
Department/Division	Office of DUO- Legal Office

MAIN RESPONSIBILITIES

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

- Prepares legal correspondence for the Field Legal Office, including on all investigation files, which are strictly confidential, and works closely with other Field Legal Office staff regarding accuracy of correspondence, referencing, filing and maintaining of working and case files;
- Administers the "I-sight" database relating to staff misconduct matters, including:
 - Configuration and operation, including opening and closing of case files;
 - Verifying, checking, entering and extracting data;
 - Ensuring proper maintenance of case files; and
 - Producing reports as required.
 - Provides all necessary administrative support in preparation for and in follow up to the Gaza Field Office Intake Committee (GFOIC) meetings, including preparation of agenda and materials, meeting minutes and related correspondence;
- Arranges any other meetings and provides any other administrative and logistical support, as required;
- Ad hoc translation and interpretation as required by the Field Legal Office;
- Performs other duties as needed.

PERSONAL & PROFESSIONAL COMPETENCIES

- Completion of full secondary education, and
- Successful completion of post-secondary course of at least two years' duration in business and office practice, humanities, or related discipline.
- Ability to operate a PC using word processing, and spread sheet, and data base applications.
- Excellent knowledge of spoken and written English and Arabic.
- At least five years' experience in administrative work and/or Legal Secretary including experience in an international or large commercial organization.
- It is desirable to have university degree in related to the functions of the post.

CONDITIONS OF SERVICE

- The 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 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.

7 May 2017