



**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.

## ***Assistant Projects Officer*** ***(For Internal Staff Only)***

<b>Location</b>	Gaza Field
<b>Type of Appointment</b>	Fixed Term
<b>Deadline for Application</b>	1 November 2017
<b>Vacancy Announcement Number</b>	05-10-2017
<b>Grade</b>	13
<b>Department/Division</b>	Planning Projects & Partnership Office, DUO's Office

### **MAIN RESPONSIBILITIES**

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

- Assists the Projects Officer in identifying and reviewing project needs, prepares individual project proposals and maintains the Field's project master list.
- Coordinates and follows up on project implementation with the programme and concerned service departments and in reporting to the Projects Officer any delays or problems hindering the implementation of projects.
- Coordinates with the concerned department in drafting project proposals, project progress and final reports.
- Monitors and controls financial expenditure of projects in coordination with the Administrative Officers of the programme and service departments, the Field Finance Officer and HQ Finance Department. Assists the Projects Officer in developing alternative plans in coordination with the departments to utilize balance of funds remaining after the completion of projects.
- Collects data and information on the progress of project implementation for use in the monthly monitoring report.
- Assists the Projects Officer during donor/s visits.
- Performs such other duties as may be assigned.

### **PERSONAL & PROFESSIONAL COMPETENCIES**

- A university degree preferably with formal training in project development and project follow up systems.
- At least three years of relevant experience.
- Excellent command of spoken and written English and Arabic.
- Excellent communication skills.
- Excellent report writing skills.
- Proven ability in establishing effective internal work relationships at all levels and in managing/leading a team.

- Demonstrated skills in working with others and ability to handle sensitive issues.
- Direct involvement with or exposure to a unionized environment.
- Creativity and ability to take initiative.
- Ability to work under pressure.
- Good knowledge in project management cycle and results based management.
- Excellent command of relevant computer applications including word-processing, spreadsheets and databases.
- Demonstrated skills in financial tracking and monitoring.
- It's desirable to have knowledge of construction methods and terminology.

#### **ADDITIONAL INFORMATION**

- Possession of a valid driving license

#### **CONDITIONS OF SERVICE**

- Basic Salary: Monthly basic salary \$1,311.80 and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- 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.
- Leave: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

#### **EQUIVALENCY**

When the minimum requirements are not fully met, the Director of Human Resources; in consultation with the Director of UNRWA Operations, Gaza may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

**NB:** Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination

#### **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.***

**18 October 2017**