



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.

Area Loan Supervisor
(For internal staff members only)

Location	Gaza Field
Type of Appointment	Fixed term
Deadline for Application	28 March 2017
Vacancy Announcement Number	06-03-2017
Grade	13
Department/Division	Microfinance & Microenterprise Programme

MAIN RESPONSIBILITIES

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

- Supervises and monitors the activities of the Loan Officers working with specific loan products within the Branch Office to ensure that they meet the quality standards and product targets;
- Visits the business of the potential clients/applicants to evaluate their assets, working capital, cash flow, income, business and family reputation and financial reliability; makes recommendations that should be appropriate to ensure minimum credit risk;
- Trains Loan Officers and provides technical advice and guidance through regular meetings and ongoing review of their activities to ensure that they are competent and skilled to do their jobs;
- Promotes the programme in his/her designated district of responsibility in order to open new market opportunities to increase product outreach to the optimum level;
- Ensures that clients comply with necessary legal and contractual procedures and complete their obligations to provide the required legal collaterals;
- Follows up due and late repayments with Loan Officers/Agents, through group meetings and individual counseling in order to solve credit and performance problems in the field;
- Generates monthly progress and performance reports in the area s/he supervises in order to provide managers with up-to-date performance details;
- Performs other related duties or assignments as directed.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree in Business, Marketing, Economics, or Accounting;
- Training in sales, marketing, finance, community or economic development.
- At least three years of satisfactory professional work experience with a supervisory role in management, administration or development of financial administration of loan programme, two of which at least should have been in a related field work.
- Good knowledge of written and spoken English and Arabic.
- Excellent skills in using standard computer software;

- Representational skills including communication, negotiation and interpersonal skills;
- Ability in setting basic goals and strong analytical skills;
- Proven management and leadership skills and basic goal setting;
- Advanced understanding of policies, procedures and work methods;
- Intermediate understanding of local laws and regulations;
- Ability to work under pressure and deal with responsibility.
- It's desirable to have experience in income generation activity and revolving loan schemes.

ADDITIONAL INFORMATION:

- Possession of a valid driving license is required, as the incumbent of this post is required to travel frequently in the field in performance of his/her duties;
- Willingness to work beyond working hours.

CONDITIONS OF SERVICE

- The 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.
- 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 behaviors 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. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. 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.***

14 March 2017