



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.

Human Resources Assistant “B”
For internal staff members only

Location	Gaza Field
Type of Appointment	Fixed Term
Deadline for Application	08 January 2017
Vacancy Announcement Number	08-12-2016
Grade	09
Department/Division	Human Resources

MAIN RESPONSIBILITIES

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

- Checks various human resources records, forms and tables for accuracy and initiates corrective action, as required; maintains and updates such records and other files and follows up, as necessary, and reviews documents and certificates as related to his/her section;
- Drafts routine correspondences, Personnel Action Forms and other forms; collects and compiles information from files and prepares or assists in preparing and updating routine statistical and other periodic reports related to the functions of the relevant division/section;
- Maintains Temporary Assistance and Casual employees' files and periodic evaluation reports for staff in his/her own section;
- Receives, registers and distributes incoming mail and dispatches outgoing mail; attends to the reproduction, collation and stapling of various documents and materials;
- Enters data on Human Resources Management (HRM) and Payroll System;
- Relieve his/her counterpart(s) in other divisions/sections;
- Willingness to work beyond working hours;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- Successful completion of full secondary education;
- Two year post-secondary diploma in business and office practice or any other related discipline.
- At least three years of relevant experience in administrative or clerical work
- Good command of spoken and written English and Arabic.
- Demonstrated computer skills; good knowledge of databases, spreadsheets and other applications used by the Agency;
- Basic drafting skills in English;

- Good work organizing skills;
- Ability to work under tight deadlines and manage competing priorities;
- Ability to work under pressure;
- Good interpersonal skills;
- Ability to maintain confidentiality
- It is desirable to have knowledge of UNRWA's Staff Rules and Regulation.

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$836.60; and monthly dependency allowance up to \$123.25 and Group Medical Insurance GMI \$12.00;
- Contract Duration: Three years including 1 year probation period.
- Leave: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

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. 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

27 December 2016