



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.

Assessment Coordinator ***(For internal Staff only)***

Location	Gaza Field
Type of Appointment	Fixed Term
Deadline for Application	09 October 2017
Vacancy Announcement Number	16-09-2017
Grade	15
Department/Division	Education Programme

MAIN RESPONSIBILITIES

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

- Performs the following principal responsibilities:
 - Assists in development, planning and implementation of all assessment in the field including examinations at schools, national, regional and international levels such as Monitoring of Learning Achievements (MLA), Trends in International Mathematics and Science Study (TIMSS) and reviews students' progress and achievements;
 - Together with Professional Development and Curriculum Coordinators, and Quality Assurance Coordinators supports teachers and Education Specialists with good practices in assessment of students' achievement;
 - Advises on the best practices on assessment including administering examinations and follow up on different aspects and forms of assessment;
 - Maintains assessment standards at the field level and ensures that an up to date assessment process is implemented according to measuring tools;
 - Assists the supervisor in dealing with complaints and queries about assessment that take place at the field level such as the unified examinations, and any other forms of assessment;
 - Provides the supervisor with up to date reports (periodic and annual) on the assessment process in terms of planning and implementation;
 - Participates in collecting, organizing and analyzing different aspects of assessment related data in the field and identifies strengths and weaknesses for purposes of developing the teaching learning process;
- Assists the Head of Assessment in developing a comprehensive plan for the field including producing, disseminating and correcting unified exams and in other forms of assessment;
- Keeps up to date knowledge of assessment processes and systems in order to make the most effective use of various databases to improve students' achievements at UNRWA schools;
- Contributes to the professional development activities and works collegially with peers to improve his/her practices;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree in a school related subject plus a higher diploma in education or at least one year of professional teacher training.
- At least five years of relevant professional experience in education of which at least three years should have been in a teacher/trainer position and a minimum of two years' experience in an administrative/managerial capacity.
- Excellent command of spoken and written Arabic;
- Good command of spoken and written English.
- Good skill in handling and organizing large-scale data especially via Microsoft Office programmes such as Excel and Access;
- Demonstrated ability to communicate both verbally and in writing, corresponding confidently and effectively with staff and stakeholders regarding all matters related to educational assessment;
- Ability to establish and maintain effective working relationships with others in a team working environment, making constructive input to the management of the school;
- Ability to work under pressure, priorities and manage workload and meet target deadlines;
- Good strategic planning ,problem solving and decision making skills;
- Proficiency in the standard PC applications used by the Agency;
- Ability to self-evaluate learning needs and actively seek learning opportunities with integrity and positive attitude.
- The incumbent may be required to work beyond the regular working hours.

DESIRABLE QUALIFICATIONS

- Advanced degree related to education assessment or teaching pedagogy;
- Up-to-date knowledge and understanding of research in various practices in educational assessment including examination processes, policy procedures and teacher/school development.

CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$1,493.70; 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: 30 days annual leave
- 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

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.

25 September 2017