



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.

Professional Development and Curriculum Coordinator ***(For internal Staff only)***

Location	Gaza Field
Type of Appointment	Fixed Term
Deadline for Application	09 October 2017
Vacancy Announcement Number	17-09-2017
Grade	15
Department/Division	Education Programme

MAIN RESPONSIBILITIES

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

- Assists in promoting, establishing, and supporting the implementation of professional development programmes in order to disseminate best practices;
- Contributes to the development, implementation and assessment of curriculum enrichment, and cross cutting curriculum issues including inclusive education, human rights, child wellbeing and gender;
- Coordinates and provides professional training and curriculum support to relevant stakeholders, develops training materials for programmes/activities by utilizing various research methods and media such as DVD, CD and internet to effectively conduct training to develop stakeholders' skills;
- Is responsible for monitoring and assessing the impact of professional development and activities relevant to curricula at the field level and assures that his/her work is consistent with applicable rules and regulations, policies and programmes of UNRWA;
- Assists the supervisor in the development of the comprehensive professional development and curriculum plan for the field and provides the supervisor with feedback data from training and curricula activities in order to support the implementation of research-based theories and techniques of professional development programmes;
- Contributes to the professional development and activities relevant to curricula and works collegially with peers to improve his/her practice;
- Keeps up to date on knowledge and practice in the area of work including the latest research and studies on curriculum enrichment and teacher development by collaborating with local universities, community organizations and NGOs, attending their workshops, meetings and training exercises to gather ideas and develop best practices to incorporate into their training programmes/activities for UNRWA staff;
- Assists in producing regular reports including an annual field report on professional development and curricula to improve learning;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree from a university in a school related subject plus at least one year of professional teacher training or a higher diploma.
- At least five years of relevant professional experience of which at least three years as a teacher or as a trainer on issues relevant to education 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.
- Ability to use various teaching and training methods;
- Ability to work as a team member;
- Ability to provide inspiring, motivating and strategic leadership;
- Understanding of promoting inclusive approaches in professional development programs and curricula enrichment materials;
- Ability to communicate effectively to diverse groups and stakeholder;
- Ability to work under pressure and meet tight deadlines;
- Proven research, problem solving and decision making skills in a teaching/learning context;
- Proficiency in standard Agency computer applications;
- Integrity and positive attitude.
- The incumbent may be required to work beyond the regular working hours.

DESIRABLE QUALIFICATIONS

- Advanced degree or diploma in education leadership and management, curricula or teaching methodologies;
- Experience in adult training and continuing professional development;
- In-depth knowledge and understanding of research and experience in developing, implementing and monitoring professional development programmes including School Based Professional Development approach as well as curricula reforms.

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 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.

25 September 2017