



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.

School Quality Assurance Coordinator **(For internal Staff only)**

Location	Gaza Field
Type of Appointment	Fixed Term
Deadline for Application	09 October 2017
Vacancy Announcement Number	19-09-2017
Grade	15
Department/Division	Education Programme

MAIN RESPONSIBILITIES

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

- In accordance with School Quality Review Framework and Standards, monitors and evaluates whole school performance including its quality of teaching and learning, school environment, management of resources and ways of promoting inclusive teaching practices;
- Collects, records and analyses different types of data on aspects of schools' performance and providing a comprehensive regular quality assurance reports of schools with regard to upholding the highest standards of professionalism, and making objective judgments;
- Monitors how schools address areas of improvement emerging from the school reviews and, in collaboration with the unit team, an action plan for school development which address areas of weakness and identify the needed support;
- Assists the supervisor in the development of the comprehensive School Quality Review Framework for the field focusing on the coherence of a school's system and performance;
- Supports the supervisor with the dissemination of good practices across the Field and communicates with relevant stakeholders about the work of the unit;
- Creates well-prepared quality assurance reviews with supporting evidence and supports producing regular reports and updates on school quality assurance as required;
- Contributes to the professional development activities and works collegially with peers to improve his/her practice; keeps up to date on knowledge and practice in his/her area of work;
- Performs such other duties as may be assigned.

PERSONAL & PROFESSIONAL COMPETENCIES

- A university degree in a school related subject plus higher diploma or one year professional teacher training.
- At least five years professional experience relevant to education systems of which at least three years' experience should have been in school quality assurance or monitoring/evaluation capacity.
- Excellent command of spoken and written Arabic;

- Good command of spoken and written English.
- Ability to establish and maintain effective working relationships with others in a team environment;
- Ability to analyze school standard reports and create suitable evaluation tools;
- Ability to work under pressure and meet tight deadlines;
- Proven research, problem solving and decision making skills in a teaching/learning context;
- Ability to evaluate the work of others;
- Effective communication and presentation skills;
- Ability to create an inclusive and positive classroom and school learning environment;
- Proficiency in standard Agency computer applications.
- The incumbent may be required to work beyond the regular working hours.

DESIRABLE QUALIFICATIONS:-

- Advanced degree in a related subject particularly in school quality assurance/monitoring and evaluation or equivalent.
- In-depth knowledge and understanding of research in quality assurance procedures, practices.

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