



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Area Education Officer, Grade 17 *(For internal Staff members only)*

Deadline for Applications	28 January 2019
Contract Type & Duration	(Full-Time) Fixed-term appointment of 3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need.
Vacancy Announcement Number	01-12-2018
Duty Station & Department	Gaza Field Office – Education Programme

UNRWA encourages applications from qualified women and welcomes applications from qualified candidates with disabilities.

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for professionals like you.

UNRWA's human development goals

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. UNRWA has identified four human development goals as the focus of the Agency's operations in committing to fostering human development of Palestine refugees by helping them to: lead long and healthy lives, acquire knowledge and skills, achieve decent standards of living and enjoy human rights to the fullest possible extent.

How can you make a difference?

You will be joining a team of around 12,000 staff in the Gaza Field Office working to foster the human development of some 1.57 million registered Palestine refugees.

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

- Ensures the delivery of quality basic education services to refugee students enrolled at schools in the area so that the academic potential of each child is realized and the overall school academic achievement level is improved; provides technical supervision and guidance to all School Principals and Deputy School Principals within his/her area; develops and maintains a safe and stimulating learning environment within the area through the ongoing development of respect, discipline and morale among Teachers, School Principals, Deputy School Principals, staff, students and parents;
- Manages the performance and behavior of School Principals and Deputy School Principals assigned to schools in their respective area against standards including the development of individual and school goals and objectives, the provision of authoritative feedback and follow-up based on the extent of their achievement and the prioritization of awards and training needs within the schools in his/her area;
- Develops and maintains positive and supportive relationships with the community leaders, NGOs, government institutions and other relevant organizations through effective communication and action as appropriate;
- Oversees the co-ordination of provision of support services (remedial teaching, psycho-social counseling, medical referral and special needs) to under-performing and misbehaving students in his/her area and the liaison between student, teaching staff, support specialists and parents to effectively address issues identified;
- Ensures the effective and efficient administration of the staff, students and premises, equipment and supplies within the schools in his/her area in accordance with UNRWA guidelines; inspects school premises, furniture and other equipment in the schools within his/her area to ensure they are being used in accordance with Agency standards;
- Performs such other duties as may be assigned.

Conditions of service

Monthly basic salary \$1,726.50, senior professional officer allowance (35%) and monthly dependency allowance up to \$123.25. Other benefits include:

- ✓ 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: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- ✓ Pension: Provident Fund contribution
- ✓ Other conditions of service and benefits may apply

To qualify for this position, you will need:

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| Education | • An advanced university degree in education or in a subject taught in UNRWA schools. |
| Work experience | • At least seven years' experience in teaching or instructing in subjects relevant to those taught in UNRWA schools of which at least three years' experience as a School Principal in a similar administrative/supervisory capacity. |
| Language(s) | • Excellent command of spoken and written Arabic;
• Good command of spoken and written English. |

Personal & Professional Competencies

- Proven skills in management and leadership;
- Ability to establish and maintain effective working relationships with others in team working environment;
- Demonstrated ability to communicate both verbally and in writing;
- Ability to work under pressure and meet target deadlines;
- Problem solving and decision making skills;

- Proficiency in the standard PC applications used by the Agency.

Desirable Qualifications

- PhD in education or a related subject;
- Possession of a valid driving license

Additional Qualifications

The incumbent may be required to work beyond the regular working hours.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Who we are

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: www.unrwa.org

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.ps> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.ps> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate, candidates shortlisted for test or interview will only be contacted by e-mail or SMS. No follow up phone calls will be made.**

The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.

General information

This vacancy notice is open to internal staff only

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and 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 work environment.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description

Date of issue: 31 December 2018