



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



Logistics Office

**Vacancy Announcement**  
**Logistics and Administrative Assistant, Grade 10/Band D**  
**(Multiple posts)**  
**(For internal staff only)**

<b>Vacancy Announcement Number</b>	02-05-2019
<b>Deadline for Applications</b>	21 May 2019
<b>Source of Fund</b>	Programme Budget
<b>Contract Type &amp; Duration</b>	<b>Option One:</b> Fixed-Term Appointment for 3 years <b>(applies to internal candidates on Fixed-Term contract only)</b> ; including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need  <b>Option Two:</b> Limited Duration Contract for 1 year <b>(applies to internal candidates on LDC)</b> ; renewable; Appointment subject to funding confirmation.
<b>Department</b>	Gaza Field Office – Logistics Office

Note: in accordance with the staff selection guidelines-Implementation of Restructurings in GFO approved by DUO, G in July 2017, fully qualified fixed-term staff from Logistics Office will receive priority consideration

**UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.**

**UNRWA 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 highly committed professionals wishing to make a change.

### **UNRWA's strategic objectives**

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

### **Do you want to make a lasting difference?**

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you. In this role, you will be responsible directly to the Head of Section as assigned.

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

- Manages the flow of section documents and facilitates effective access, tracking and retrieval of such documents by the section staff;
- Receives, verifies, and records the purchase requests and distributes the requests to the respective officers;
- Monitors, controls and records the receipt and purchase requests to ensure timely submission in accordance with the procurement plan and checks for any discrepancies;
- Controls records of the contract proposals submitted to the appropriate awarding authority and enters them together with related purchase orders into the relevant database and tracking application;
- Produces and keeps reports on the outstanding purchase requests that are not completed; prepares sheets on tenders and RFQs showing the latest status including dates of openings, submission, and closure dates and distributes copies to the concerned parties;
- Ensures that supervisor is aware of any item of special interest, checks accuracy of correspondence prepared for signature and brings discrepancies to the attention of the originator;
- Monitors supervisor's schedule; arranges meeting and manages appointments, prepares meeting minutes and undertakes follow-up actions;
- Carries out routine actions; gathers and compiles files and other information; contacts other organizations to exchange information as required; responds to and manages the incoming calls;
- Performs such other duties as may be assigned.

### **Conditions of service**

#### **Option One: Fixed Term Appointment, Grade 10**

- Monthly basic salary \$951.30, 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: 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 (15% of basic salary paid by the Agency)
- Other conditions of service and benefits may apply

### **Option Two: Limited Duration Contract, Band D**

- Basic Salary: Monthly basic salary \$990.00 and monthly dependency allowance \$18.65 and Group Medical Insurance GMI \$12.00.
- Contract Duration: one year. Extension is subject to funds availability, continuing need and satisfactory performance.
- 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: 2.5 days per month.
- Other conditions of service and benefits may apply.

### **To qualify for this position, you will need:**

**Education** Successful completion of Secondary education plus two years' business course recognized by the Agency.

**Experience** A minimum of four years' clerical experience in procurement and logistics.

**Language(s)** Excellent command of written and spoken English and Arabic.

### **You will also need to demonstrate the following competencies:**

- **Communication**
  - Speaks and writes clearly and effectively tailoring language, tone, style and format to the audience;
  - Actively shares relevant information;
  - Demonstrates openness in sharing information and keeping people informed;
- **Continuous Learning**
  - Keeps abreast of new developments in own occupation/profession;
  - Actively seeks to develop oneself professionally and personally;
  - Shows willingness to learn from others;
  - Seeks feedback from and provides feedback to colleagues to learn and improve;
- **Professionalism**
  - Shows willingness to learn new technologies and applies them to appropriate tasks,
  - Observing deadlines and achieving results,
  - Ability to use time efficiently,
  - Persistent, calm in stressful situations

### **Desirable Qualifications**

- Good working knowledge or training courses in business management or accounting;
- Familiarity with procurement computer applications;
- Good experience and knowledge in Shipping Terminology.

### **Equivalency**

When the minimum requirements are not fully met, Field Director for Field Area staff and Director of Human Resources for Headquarters Area staff, in consultation with the concerned

supervisor 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

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: <https://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. **UNRWA only accepts degrees from accredited educational institutions. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted by e-mail or SMS. No follow up phone calls will be made. Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate.**

**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 internal staff only.

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

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 work environment.

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.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

**Date of issue:** 07 May 2019