



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



Vacancy Announcement

School Principal, Grade 15 (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	02-12-2018
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 will:

- Lead, in cooperation with all professional support cadres, ongoing and relevant professional development for all staff
 - Evaluate the training needs of school staff in line with the School Development Plan and Agency and Field education focus and priorities;
 - Enable and support school-based professional development, including peer support, discussions and training;
 - Facilitate participation in external training as appropriate;
 - Oversee and manage staff professional performance;
- Manage the delivery of quality inclusive education services to all students in the assigned school, in line with UNRWA policies and practices;
- Develop and ensure effective communication mechanisms are in place and utilized to engage parents and the wider community in the provision and monitoring of quality inclusive education for all students;
- Lead on overall installation management, including pupil registration, record keeping and EMIS data entry; ensure appropriate school budgeting, financial management, and resource utilization in line with UNRWA approved policies, processes, and procedures;
- Develop and maintain an inclusive, safe, secure and effective learning environment;
- Ensures school ethos and practices of monitoring and evaluation and formative and summative assessment of all pupils to facilitate inclusive quality education and maximize the potential of all students;
- Perform such other duties as may be assigned.
- The incumbent may be required to work beyond the regular working hours

Conditions of service

Monthly basic salary \$1,493.70 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 | <ul style="list-style-type: none">• A university degree from a college or university in an appropriate school related subject plus at least one year of professional teacher training or• A University degree from a college or university in an appropriate school related subject plus a higher diploma or advanced degree in education. |
| Work experience | <ul style="list-style-type: none">• At least seven years satisfactory teaching experience including a minimum of one year experience as Deputy School Principal |
| Language(s) | <ul style="list-style-type: none">• Excellent command of spoken and written Arabic;• Good command of spoken and written English |

Personal & Professional Competencies

- Knowledge of UN values, UNRWA general and education specific rules, policies and practices;
- Commitment to and understanding of education and leadership theories and practices;
- Ability to lead and inspire a school and its community (students, staff and parents);
- Demonstrated ability to communicate both verbally and in writing
- Ability work under pressure and meet target deadlines
- Problem solving and decision making skills;
- Proficiency in the standard PC applications used by the Agency;

- Integrity and positive attitude.

Desirable Qualifications

- It's desirable to hold an advanced degree in a related subject; professional training.

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 only.

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