



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



Vacancy Announcement

Education Specialist (English Language), Grade 13/LDC Band E (For internal staff only)

Vacancy Announcement Number	04-04-2019
Deadline for Applications	28-04-2019
Source of Fund	Programme Budget
Contract Type & Duration	<u>Option One:</u> Fixed-Term Appointment for 3 years (applies to internal candidates on Fixed-Term contract only); including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need <u>Option Two:</u> Limited Duration Contract for 1 year (applies to internal candidates on LDC); renewable; Appointment subject to funding confirmation.
Department	Gaza Field Office – Education Programme

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 to the Deputy, Chief Field Education Programme through the Head of the Education Development Centre or to the Area Education Officer as assigned. You are responsible for the provision of technical support towards equitable inclusive quality education to all staff assigned to you in the area and will monitor and support their professional development in cooperation with the School Principal to enhance inclusive teaching and learning and promote safe and effective learning environment in schools.

The main responsibilities include:

- Supports schools and assists teachers directly through team/model, co-teaching (plan, teach, and evaluate a lesson with the teacher seeking assistance), and class room observation. Provides, explains, and demonstrates instructional resources and materials, and monitors the implementation of up-to-date equitable inclusive quality teaching methods and techniques at all schools he/she supports;
- Supports schools and teachers in continuing professional development and school-based teacher development programs, and advises on developing and implementing comprehensive, professional development plans that are aligned with teachers' competencies, applying a coherent model of support, adult learning strategies and appropriate models of technical support and research based practices;
- Assists and advises the Head Teachers/School Principals in setting , implementing and evaluating their School Development Plan, and coordinates continuing professional development needs for all schools he/she supports to enhance school ethos and ensures that the needs of the schools are met;
- Provides support in curriculum analysis and enrichment to meet the new curricular challenges and innovations and the different aspects of inclusive education and advises on identifying appropriate teaching and learning tools, materials and resources to ensure that the needs of all students, teachers and schools are met;
- Works as a team member and assists on quality assurance implementation to enhance inclusive educational services against set standards and performance indicators for improving quality of schools;
- Supports teachers and schools in assessing and analyzing students' achievement by identifying different strategies for all learners in order to improve the quality of teaching and learning;
- Participates in preparing for interviewing and selection of candidate for teaching posts to ensure criteria applied, and the most qualified and capable teachers are hired; assists Head Teachers/School Principals in the performance management of teachers in relation to technical aspects;
- Performs such other duties as may be assigned.

Additional Information

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

Conditions of service

Option One: Fixed Term Appointment, Grade 13

- Monthly basic salary \$1,311.80 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 E

- Basic Salary: Monthly basic salary \$1,334.50 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

- A University degree from a college or university recognized by UNRWA in the subject to be supported plus at least one year of professional teacher training; **OR**
- A University degree from a college or university recognized by UNRWA in the subject to be supported plus a higher Diploma or advanced degree in education;

Work Experience

- At least eight years satisfactory teaching experience in the subject he/she will support.

Language(s)

- Excellent command of spoken and written Arabic.
- Good command of spoken and written English.

Desirable qualifications

- Advanced degree in a related subject;
- Possession of a valid driving license.

You will also need to demonstrate the following competencies:

- Knowledge of educational theories and good practices, and teacher/ school development;
- Ability to establish and maintain effective working relationships with others in a 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;
- Research and problem solving skills in teaching and learning context;
- Integrity and positive attitude.

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 to internal candidates.

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: 14 April 2019