



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



## Vacancy Announcement

### Environment & Social Officer, Band "G"

This vacancy notice is open to the internal & external candidates

<b>Vacancy Announcement Number</b>	04-05-2019
<b>Deadline for Applications</b>	23 May 2019
<b>Source of Fund</b>	Project Funded
<b>Contract Type &amp; Duration</b>	Limited Duration Contract for 22 months renewable; Appointment subject to funding confirmation.
<b>Department</b>	Gaza Field Office – Infrastructure & Camp Improvement 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.**

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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. The ESO will work under the supervision of the Project Manager. The Project Manager will have frequent interactions with the ESO at various stages to explain the situation/assignment, agree on the process, clarify the deliverables, provide feedback and comments on intermediary products, and to track progress. The Project Manager will evaluate the ESO's work and delivery of requirements. The Environment and Social Officer will be responsible for ensuring, conducting and monitoring the established/ agreed processes for the identification, assessment and management of environmental and social risks and impacts for UNRWA interventions in Gaza.

The ESO will carry out his/ her tasks in close cooperation with Project Manager, on site with relevant local authorities, contractors and representatives of host communities. The ESO will contribute to develop Environment, Social, Health and Safety (ESHS) documentation for UNRWA and may support the different tasks of other UNRWA fields' consultants in order to establish the Environmental and Social Management Framework (ESMF) -in addition to what is presented below- in the beginning with:

- Environmental & Safety (E&S) documentation at UNRWA institutional level,
- Environmental and social risk assessment, environmental and social impact assessment during project preparation,
- Environmental and social management during rehabilitation/construction/supervision of the projects /monitoring routines and standard mitigation measures,
- Environmental and social management during project operation and maintenance,
- Stakeholder engagement and community participation,
- Relocation action plan,
- Complaints/grievance management,
- Any other relevant procedures and routines.

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

Familiarization with procedures, routines and documentation

By the start of the assignment, the ESO will familiarize with existing procedures and routines as well as with available documentation, comprising, but not limited to

- KfW's Sustainability Guideline (2016)
- Host country environmental, social, occupational health and safety and labor legislation
- ILO Core Labor Standards, WB/IFC EHS Guidelines and relevant sector specific EHS Guidelines
- ESMF that can be supported by a consultant who is selected by the German government through KfW.
- UNRWA standard bidding documents and standard contracts for construction/rehabilitation activities
- Any project specific E&S documentation and/or other relevant information
- Any other relevant documentation, including related project drawings and maps (such as general layouts), minutes from stakeholder meetings, any grievances/complaints related to the project, any technical reports

The ESO will, based on the procedures as set out in the ESMF and in consultation with the Project Manager, ensure, conduct and monitor the established/ agreed processes for the identification, assessment and management of environmental and social risks and impacts for UNRWA interventions in Gaza.

### **Stakeholder Engagement and Community Participation, all project phases**

**The Ideal candidate will:**

- Establish cooperative relationships with and facilitate communication between local government officials, municipalities, community members and contractors in order to facilitate community involvement in the construction works, mitigate conflicts and to ensure an efficient and effective implementation of project activities
- Organize awareness-raising and training activities relating to environmental and social safeguards and the corresponding measures (with a focus on the project/ site specific ESMP)
- Monitor working conditions on construction sites, ensuring adherence to labor laws and decent work principles.
- The ESO shall develop Stakeholder Engagement Plan (SEP) which should be proportionated to the potential risks and impacts of the Project and commensurate with its nature, size and location
- The ESO shall ensure that Non-Technical Summary of (ESIA, ESMP, SEP, RAP) are made publicly available in the project area, at an adequate point in time during project development, in an accessible and culturally appropriate manner, for an adequate time to allow for receiving any required feedbacks from the Project affected people.

### **Tasks during project Preparation Phase**

#### **In the course of project preparation, the ideal candidate will in line with the ESMF:**

- Conduct environmental and social site risk assessments, in order to inform E&S risk screening and in order to inform the development of the project/ site specific ESMP and establish the resulting Environmental and Social Risk Category
- Identify any requirements from national environmental, social, occupational health and safety and labor legislation, including EIA legislation and integrate these accordingly into environmental and social management plans;
- The ESO shall carry out an ESIA and ensure that an EIA is undertaken if national legislation does require so for a given project
- Ensure that ESIA is undertaken as per requirements of KfW for a given project (if required)
- Assess whether an intervention would result in voluntary relocation and/ or land take and ensure that in case of involuntary land take, the process would be undertaken according to the ESMF.
- Prepare project/ site specific ESMPs and make sure that these would be integrated into the bidding documents/contracts with construction contractors
- The ESO shall develop and implement a Relocation Action Plan (RAP) for the relocation of families and beneficiaries affected by the Project, based on the generic Annex to the ESMP related to land acquisition and compensation

### **Tasks during project Implementation Phase**

#### **The ideal candidate will:**

- Review and approve the contractor's Construction Environmental and Social Management Plan (Construction ESMP, to be developed by the Contractor based on the project/ site specific ESMP and in accordance with national rules and regulation),
- Ensure that the contractor shall not commence any works prior to the EO's approval and satisfaction that appropriate measures are in place to address environmental and social risks and impacts, including occupational health and safety and public health and safety,
- During construction period, monitor the contractor's E&S performance for compliance with the Construction ESMP and require and track corrective actions as appropriate; This includes oversight of implementation and monitoring both health and safety standards and labour and working conditions during construction,
- Ensure that the contractor provides trainings to workers to assure that they understand their respective responsibilities, that subcontractors and suppliers (in particular those for

major supply items) are familiar with the Construction ESMP requirements and guidelines valid on site and that the contractor complies with the Code of Conduct,

- Ensure that appropriate trainings are provided to workers in community based labor projects and that all workers (contractor's staff and community workers) are equipped with appropriate Personal Protective Equipment (PPE) and health and safety regulations along with protection guidelines are applied.
- Ensure that all workers are informed about their obligation to attend training sessions (induction training and technical training) and that the training sessions are adequately organized and conducted within the agreed intervals and are effective,
- Participate in the management of complaints as per UNRWA complaints management process,
- Develop and maintain a monitoring database,
- Undertake immediate reporting on any serious environmental and social incidents and accidents,
- Establish back to office reports after site visits and discuss results of visits and assessments with the respective ICID/HQA and FICIP in order to agree on any necessary follow up action.
- Submit weekly and monthly reports with E&S situation during the implementation of the project.
- Monitoring and evaluation that injuries, incidents etc. are handled properly with insurance companies.

Any other relevant tasks which may be identified during the assignment by the ESO, by other UNRWA team members or other project partners/consultants, will be considered and integrated as appropriate into the tasks and responsibilities of the ESO.

#### **Limited Duration Contract, Band "G"**

- Basic Salary: Monthly basic salary \$2,087.90 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**            Advanced university degree in Environmental Engineering with focus on specialized training in camp improvement, social, economic, and environment assessment and design.

**Experience**            Minimum 5 years of documented work experience in Environmental, Social and Health & Safety impact assessment.

Experience with community engagement and/ or community development is considered as an asset.

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

- Calm, patient and assertive, with excellent negotiation, communication and interpersonal skills
- High level of planning, organizational and coordination skills.

- High level of attention to detail.
- Highly developed communication skills.
- Analytical and problem-solving skills.
- An excellent command of English Language, both written and oral.
- Ability to produce quality work within a deadline and under pressure.
- Ability to hold training courses for relevant stakeholders
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## 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

**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:** 15 May 2019