



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



Vacancy Announcement

Legal Assistant, Grade 14/Band "F"

Vacancy Announcement Number	07-06-2019
Deadline for Applications	01-07-2019
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 external candidates and internal candidates on LDC); renewable; Appointment subject to funding confirmation.
Department	Gaza Field Office – DUO's Office-Legal Office

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 report to the Head, Field Legal Office.

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

- Provides support in drafting and reviewing different legal documents, including, but not limited to, leases, contracts, memoranda, notes, and correspondence with third parties on various legal matters;
- Contributes in formulating legal opinion on:
 - The Agency's contractual obligations in the Field, including any disputes that may arise between the Agency and third parties, as well as other claims and compensation requests received by the Agency, including those related to personal injury;
 - The Agency's rights and obligations relating to leases and other land matters ;
 - Cases on administrative and employment law, in particular advising on staff misconduct matters and responding to Decision Review Requests;
 - Questions related to procurement, including LCP review;
 - Conducts research and analysis to support the interpretation and application of the Agency's regulatory framework, in particular the UNRWA Area Staff Regulations, Rules and associated administrative issuances, and issues related to the privileges and immunities of the Agency and its staff;
 - May appear before local courts and other tribunals as required in matters affecting the Agency's operations;
 - Contacts local authorities and other actors on a variety of legal matters, including following up on detained staff members and preparing input for inclusion in UN reporting on such matters;
 - Performs other duties as may be assigned by the supervisor(s).

Additional information

The incumbent may be required to travel in the Agency's area of operations.

Conditions of service

Option One: Fixed Term Appointment, Grade 14

- Monthly basic salary \$1,391.40 and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Employment at UNRWA can be on a full-time or part-time basis. The discretion to use either full time or part time contracts is driven by the needs of the Agency, the personal circumstances and/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 (LDC- Band F)

- Monthly basic salary \$1,600.10, 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 at UNRWA can be on a full-time or part-time basis. The discretion to use either full time or part time contracts is driven by the needs of the Agency, the personal circumstances and/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 Law degree with a license to practice the profession

Experience At least four years' experience as a practicing lawyer or as a legal adviser in the public or private sector.

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

Desirable qualifications

Comprehensive knowledge of Staff Rules relevant to UNRWA or other United Nations common system agencies;

You will also need to demonstrate the following competencies:

UN Core Values of Professionalism, Integrity and Respect for Diversity and **Core Competencies** of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply. In addition the following functional competencies apply:

- Excellent interpersonal and communication skills;
- Excellent writing, analytical and legal research skills;
- Ability to establish priorities and to plan work assignments;
- Good knowledge of MS Office applications and computer/IT systems .

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 and external 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: 17 June 2019