



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



Vacancy Announcement

Academic Instructor (English), Grade 10-12/LDC Band D-E (For internal staff only)

Vacancy Announcement Number	09-03-2019
Deadline for Applications	24 March 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 internal candidates on LDC); renewable; Appointment subject to funding confirmation.
Department	Gaza Field Office – Education Programme,GTC

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 Principal Training Centre and Chief Vocational Training Instructor/Deputy Principal Training Centre – Semi Professional through the appropriate Senior Academic Instructor.

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

- Organizes and develops the subject of specialization;
- Ensures the proper implementation of the subject syllabus and the evaluation of its effectiveness under the direction of the supervisor concerned;
- Coordinates the teaching of the subject with subjects taught by other Instructors;
- Maintains records and controls different supplies of the section and for the care and proper utilization of the facilities and equipment;
- Participates in co-curricular activities in the Centre and in different summer courses when required;
- Participates with other staff members in maintaining order and discipline in the Center;
- Performs such other duties as may be assigned.

Conditions of service

Option One: Fixed Term Appointment, Grade 10-12

- Monthly basic salary \$951.30 to \$1,160.50 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 (LDC- Band D-E)

- Monthly basic salary \$990.00 to \$1,334.50, 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

Academic Instructor "C" Grade 10

- A university degree in an approved course of study with major specialization in the field of subject taught.

The staff member is subject to termination from the Agency's service after three years from E.O.D if s/he fails to produce an evidence of having completed a training course of one year duration, qualifying him/her for Academic Instructor "B".

Academic Instructor "B" Grade 11

- A university degree in an approved course of study with major specialization in the field of subject taught plus successful completion of a special professional teacher in-service training course of at least one year duration **OR**
- Advanced university degree in a subject relevant to his/her field of specialization or in education or psychology **OR**
- A university degree requiring at least five years of study with major specialization in the field of subject taught.

The staff member is subject to termination from the Agency's service after three years from E.O.D. if s/he fails to produce an evidence of having completed a training course of one year duration, qualifying him/her for Academic Instructor "A".

Academic Instructor "A" Grade 12

- A university degree of four or five years of study with major specialization in the field of subject taught plus successful completion of a special professional teacher in-service training course of at least one year duration **OR**
- Advanced university degree in a subject relevant to his/her field of specialization or in education or psychology.

Work Experience

Academic Instructor "C" Grade 10

No experience.

Academic Instructor "B" Grade 11

- Two years of satisfactory teaching experience as Academic Instructor "C" for holders of university degrees of four years duration;
- No experience is required for Advanced degree holders;
- No experience is required for holders of university degrees of five years duration.

Academic Instructor "A" Grade 12

- Two years of satisfactory teaching experience as Academic Instructor "B" for holders of relevant first university degrees **OR**
- Two years of satisfactory teaching experience as Academic Instructor "B" or "C" for holders of relevant Advanced university degrees.

Language(s)

Good command of spoken and written English and Arabic.

Desirable qualifications

- Ph.D. in the field of subject taught or in education or psychology.

You will also need to demonstrate the following competencies:

- Ability to take initiative and maintain cordial relationship with all concerned;
- Ability to conduct and coordinate training events and develop the related curricula;
- Strong communication skills.

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: 10 March 2019