



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



## Vacancy Announcement

### **Associate Human Resources Officer (Performance Management), Grade 13/LDC Band E (For internal staff only)**

<b>Vacancy Announcement Number</b>	14-03-2019
<b>Deadline for Applications</b>	04-04-2019
<b>Source of Fund</b>	Programme Budget
<b>Contract Type &amp; Duration</b>	<b><u>Option One:</u></b> Fixed-Term Appointment for 3 years <b>(applies to internal candidates on Fixed-Term contract only)</b> ; including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need  <b><u>Option Two:</u></b> Limited Duration Contract for 1 year <b>(applies to internal candidates on LDC)</b> ; renewable; Appointment subject to funding confirmation.
<b>Department</b>	Gaza Field Office – Human Resources Department

**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. In this role, you will be responsible to the Human Resources Career Management Officer.

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

- Oversees performance management for the Field ensuring the standard application of fair and equitable evaluation of all staff members; analyzes performance management trends and advises managers of their impact; provides technical advice to managers on the performance management cycle including related procedures and the completion of required forms;
- Ensures that performance management is part of the HR planning process, including coordination with Recruitment and Staff and Career Development Units and linking their activities to the performance management of staff; provides recommendations on training needs as required;
- Surveys, analyzes and identifies staff needs on performance management and performance recognition;
- Reviews the periodic evaluation reports related to Field staff highlighting any discrepancies related to staff performance;
- Participates in the development of policies and procedures in the area of performance management;
- Performs such other duties as may be assigned.

## **Additional Information**

The incumbent may be required to work beyond normal duty 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 in human resources management, public or business administration or any other related field.
- Work Experience**
- At least three years experience in human resources management, personnel and administration, preferably in staff development, performance management, and succession planning, including one year at a supervisory level in an administration related function.
- Language(s)**
- Excellent command of spoken and written English and Arabic.

**Desirable qualifications**

Formal training in human resources management and performance evaluation.

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

- Proven analytical skills and ability to identify needs;
- Ability to develop and implement various training and development programmes to meet Agency needs;
- Knowledge of human resources and talent management policies and programmes, in particular, performance management, staff development and succession planning and their interrelationships;
- Professional competence in meeting commitments and ability to establish priorities and to plan, coordinate and monitor own work and those under his/her supervision.

**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: 21 March 2019