



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

**Do you have the dedication, skills, knowledge and experience to help us improve the life of Palestine refugees? The United Nations Relief and Works Agency offers challenging opportunities for professionals interested working in a results-driven and diverse environment. If you are then we would like to hear from you.**

UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurses or social workers.

***Field Laboratory Services Officer  
(For internal Staff Only)***

<b>Location</b>	Gaza Field
<b>Type of Appointment</b>	Fixed-Term
<b>Deadline for Application</b>	12 September 2017
<b>Vacancy Announcement Number</b>	21-08-2017
<b>Grade</b>	L8
<b>Department/Division</b>	Health

**MAIN RESPONSIBILITIES**

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

- Undertakes periodic and regular supervisory visits to Health Centres to ensure that Laboratory staff operate according to the technical instructions and approved strategies; advises and oversees the implementation of quality assurance systems for laboratory services; participates in the maintenance of a healthy and safe work environment in accordance with the Bio-safety Manual;
- Directs, administers, manages, monitors and evaluates the laboratory services; provides technical guidance to the laboratory staff and ensures the proper implementation of the technical guidelines;
- Identifies the requirements of the laboratory supplies, equipment, instruments, furniture, printed forms, and other materials and prepares the relevant list of requirements (LORs) and carries out the relevant technical evaluation; carries out periodic inventory and stock checking in coordination with the Heads of Health Centres;
- Advises his/her supervisor on all matters related to laboratory services including training plans, study protocols and budget preparation in coordination with the Health Division Heads;
- Checks and verifies all statistical data and relevant information received from Health Centres; ensures proper maintenance and completeness of laboratory records; calculates the annual workload, productivity and laboratory key performance indicators for each laboratory in the Health Centres to ensure they are in line with the e-health system;
- Performs such other duties as may be assigned.

**PERSONAL & PROFESSIONAL COMPETENCIES**

- A university degree in Medical Laboratory Sciences;
- A valid license to practice laboratory services in the country of the duty station (where applicable).
- At least six years experience in laboratory technology of which three years should have been in a supervisory level.
- Excellent command of spoken and written Arabic and English.
- Ability to establish and maintain effective working relationships with internal and external stakeholders;

- Good command of medical terminology;
- Excellent communication and negotiation skills, sound judgment and problem-solving skills;
- Supervisory skills and ability to develop staff;
- Demonstrated ability to organize and implement training programmes;
- Excellent analytical and reporting ability;
- Proficiency in UNRWA standard computer applications with specific focus on Health Information System;
- Ability to work under pressure and cope with heavy workload.
- It's desirable to have advanced degree in Medical Laboratory Sciences or Public Health

## OTHER INFORMATION

- The incumbent is required to travel frequently in the field and area of operations;
- Possession of a valid driving license in the country of duty station

## CONDITIONS OF SERVICE

- Basic Salary: Monthly basic salary \$2,651.20; 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: 30 days annual leave
- Pension: Provident Fund contribution
- Other conditions of service and benefits may apply.

## EQUIVALENCY

When the minimum requirements are not fully met, the Director of Human Resources; in consultation with the Director of UNRWA Operations, Gaza 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.

## ASSESSMENT METHOD

Qualified candidates will be required to undergo tests and a competency based interview. To learn more about positive and negative indicators of professional behaviors within the UN competencies, you may review the [UN Competency Development – A Practical Guide](#)

## GENERAL INFORMATION

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 working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها الالتزام بأعلى معايير الاستقامة والحياد والنزاهة. ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائل غير العنيفة في حل كافة أشكال النزاعات. المتوقع من موظفي الأونروا أن يقوموا بدعم هذه القيم في كافة الأوقات، سواء في أماكن العمل أم خارجه. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه القيم هم فقط الذين ينبغي أن يتقدموا بطلباتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل يمنع فيها التدخين

**UNRWA encourages applications from qualified and experienced women.** It is Agency policy to give full consideration to disabled candidates whose disability does not militate against the effective performance of the duties of the post. UNRWA is an equal opportunity employer and welcomes applications equally from men and women. Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. With their prior agreement, candidates who are approved as suitable for appointment but are not the selected candidate for this vacancy, will be placed on the Agency's roster of pre-approved candidates for a period of up to one year, and may be considered for future vacancies in the same position. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

## HOW TO APPLY

If you have got the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on <http://jobs.unrwa.ps> by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

**As an Area post, preference will be given to local candidates already based in the duty station of the post.**

**29 August 2017**