



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



Vacancy Announcement

Principal Rehabilitation Centre for the Visually Impaired Grade 15/Band "F" (For internal staff only)

Vacancy Announcement Number	24-03-2019
Deadline for Applications	11-04-2019
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 internal candidates on LDC); renewable; Appointment subject to funding confirmation.
Department	Gaza Field Office – Relief and Social Services 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.

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 Chief, Field Relief and Social Services Programme through Deputy Chief, Field Relief and Social Services Programme.

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

- Is responsible for overall management of the centre including guidance and supervision of staff; ensures that the administrative functions of the center are properly implemented in particular the security and proper maintenance and use of the center's premises, equipment and supplies;
- Ensures that the approved rehabilitation programmes for the visually impaired are implemented according to the prescribed syllabus and time table; participates in the design and evaluation of programmes aimed at achieving, to the extent possible, the conformity with ordinary school curriculum and with local market demands;
- Maintains discipline and morale among the pupils and vocational trainees and ensures their general health and welfare; ensures the provision of co-curricular recreational and social activities for students and vocational trainees including summer activities;
- Develops and implements income-generation projects related to the center with the dual aim of providing employment to the visually impaired and promoting financial support;
- Manages the creation of programmes to enhance integration opportunities for the visually impaired students into ordinary school system;
- Ensures that contacts with employers for placement are maintained with the aim of creating opportunities for suitable placement of qualified visually impaired, vocational trainees and others in the local labor force;
- Promotes co-operation with relevant local and international NGOs and Ministries of the Palestinian Authority related to the visually impaired;
- Prepares and controls the budget of the center;
- Performs such other duties as may be assigned.

Additional information

- High degree of motivation to work with children and youth is required;
- A thorough knowledge of the social structure and culture of the Palestinian people;
- The incumbent may be required to travel inside the area of operations.

Conditions of service

Option One: Fixed Term Appointment, Grade 15

- Basic Salary: Monthly basic salary \$1,493.70; 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 A university degree in community development, social work, sociology, business administration, special education, education administration or any related field of specialization.

Experience Five years experience in programme development and management preferably specialized in educational and/or vocational centres, or related experience.

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

Desirable qualifications

- Post-graduate degree in community development, social work, sociology, business administration, special education, education administration or any related field;
- Experience in using the computer using the MS-Office applications;
- Possession of a valid driving license.

You will also need to demonstrate the following competencies:

- Leadership and ability to organize and manage teamwork;
- Effective decision-making;
- Positive attitude and strong analytical skills;
- Effective in handling people, work relations and situations;
- Demonstrated competence in problem solving skills;
- Highly developed verbal and written communication skills, including the ability to explain difficult issues;
- Patience, common sense and dedication to the aims and policies of the Agency and the United Nations, tact, diplomacy and strong personality.

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: 28 March 2019