



Senior Female Talent Pool

Deputy Director of UNRWA Operations/Affairs (Programmes), P-5



Deadline for Applications	31 December 2018
Duration	Fixed-term positions of 1 or 2 years, as well as Temporary Appointments
Duty Station(s)	Amman / Beirut / Jerusalem / Gaza / Damascus
Vacancy Announcement Number	18-VS-TP-02

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 senior female professionals wishing to make a change.

UNRWA Gender Parity strategic objectives

UNRWA is committed to achieving and sustaining gender parity at all levels of staffing. In line with the United Nations Secretary-General's system-wide strategy on gender parity and UNRWA's own Gender Equality Strategy 2016-2021, we have put in place an HR Action Plan to achieve gender parity at all levels of staffing by 2021.

One of the specific measures UNRWA has adopted to achieve parity is the establishment of Senior Female Talent Pools from P-4 to D-2 levels, to ensure a pipeline of qualified female professionals for both programmatic and support areas from middle to senior management.

How do Senior Female Talent Pools work?

The Senior Female Talent Pools are open year-round to enable professionals to express their interest in employment with UNRWA in a particular domain. The expressions of interest received will be reviewed regularly by our recruiters with a view to:

- Contacting qualified professionals regarding vacancies that match their profile
- Augmenting shortlists for advertised vacancies where there is an insufficient number of qualified female candidates
- Sourcing candidates for a second selection exercise where a regular recruitment process has not filled an advertised vacancy
- Sourcing candidates for temporary opportunities
- Creating rosters of pre-approved candidates who can be considered for existing/upcoming vacancies through a truncated recruitment process

Do you want to make a lasting difference?

If you are passionate about making a lasting difference for Palestine refugees, this role will give you the opportunity to be a principal strategic and operational adviser to the Field Director. You will be responsible for the management and oversight of the Agency's education, health, relief & social services and microfinance programmes at Field level, as well as projects. You will also liaise with staff representatives, as well as with external interlocutors including UN country teams, host government representatives, the refugee community and others.

The main responsibilities include:

- Management of the Field programmes (education, health, relief and social services, microfinance) and acting as the principal adviser to the Field Director on these functions;
- In close collaboration with other senior staff in the Field, ensuring the development, preparation, coordination and monitoring of relevant strategic planning documents such as the Field's Strategic Response Plan, Biennium Budget and the Mid-Term Strategy, ensuring an integrated approach to the management of programmes and exercising decision-making authority over human and financial resources and capital assets of the

Field, in line with UNRWA regulatory framework and SPARE principle (strategy, policy, accountability, results and envelopes);

- Providing support and advice to the Field Director in implementing the Agency plans for comprehensive programme and management reform; leading the implementation of pertinent reform initiatives in his/her programme cluster; coordinating the work of cross-functional teams to achieve field-wide outcomes and promote integration of cross-cutting issues into the Field programme framework;
- Providing guidance and support to senior programme and/or administrative staff; mentoring and evaluating for staff development purposes, as necessary;
- Liaising with government and local authorities to ensure their cooperation in facilitating the Agency's operations; assisting the Field Office Director in managing and promoting inter-agency and donor relations;
- As assigned, acting for the Director of UNRWA Operations/Affairs during his/her absence, with full responsibility for the Field operation, and reporting to the Commissioner-General USG and/or Deputy Commissioner-General, ASG;
- Where applicable, act as the Field security focal point and liaise with the Agency's Chief Security Adviser and the Department of Safety and Security in the Field, where available;
- Undertake relieving assignments and perform other related duties as may be required by the Field Director.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$85,543** net tax free with post adjustment of **(Jordan 44%, West Bank and Gaza 55.2%, Lebanon 49.1% and Syria 35.2%, all are subject to change without notice)**. All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional benefits available to staff working in Gaza:

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| ✓ Hardship allowance | ✓ Family visit travel |
| ✓ Non-family service allowance | ✓ Support for settling-in of staff members' families in nearby locations* |
| ✓ R&R leave (currently every 8 weeks) | |

While Gaza is a **non-family duty station**, eligible staff members may set up a second household in a nearby location to have their family nearby. However, Gaza remains the official duty station with any travel outside the duty station being subject to management approval and in accordance to office practices to ensure international staff presence in Gaza at all times.

Additional benefits available to staff working in Syria:

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| ✓ Danger pay | ✓ Family visit travel |
| ✓ Hardship allowance | ✓ Rest and recuperation leave every 4 weeks (subject to change without notice) |
| ✓ Non-family service allowance | |

To qualify for this position, you will need:

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| Education | Advanced university degree (Master's or equivalent) from an accredited educational institution in social sciences, public administration, or economics, supplemented by studies in management, as applicable; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree; |
| Work experience | At least 10 years of experience in programme management including at least six years managing large-scale, multi-sector programmes in a large governmental or international organization, working at international level outside one's home country;
Significant experience in managing large teams; |
| Language(s) | Excellent command of written and spoken English. |

Desirable qualifications:

- Knowledge of activities of UNRWA operations and services;
- Knowledge of Middle Eastern geo-political realities and its socio-cultural implications;
- Experience with United Nations administration/financial policies and practices;
- Working experience in Syrian Arab Republic and/or Middle East;
- Working knowledge of Arabic.

You will also need to demonstrate the following competencies:

- Professionalism;

- Leadership;
- Planning and Organizing;
- Managing performance;
- Vision: Communications;
- Technology Awareness;
- Teamwork.

How to submit an expression of interest

To submit an expression of interest for this Senior Female Talent Pool, please register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. **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

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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.

Date of issue: 1 March 2018/SA

Gender Equality

