



## Senior Female Talent Pool

### Deputy Director of UNRWA Operations/Affairs (Organizational Support), P-5



<b>Deadline for Applications</b>	31 December 2018
<b>Duration</b>	Fixed-term positions of 1 or 2 years, as well as Temporary Appointments
<b>Duty Station(s)</b>	Amman / Beirut / Jerusalem / Gaza / Damascus
<b>Vacancy Announcement Number</b>	18-VS-TP-03

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 manage and oversee finance, administration, human resources, procurement, logistics, information systems, and safety and security. 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:

- Reporting to the Director of UNRWA Operations/Affairs, managing the organizational support cluster which typically includes finance, administration, human resources, procurement, logistics, information systems, safety and security, 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 the ASRP (Annual Strategic Reformed Plans) for the support functions, ensuring an integrated approach to the management of support services and exercising decision-making authority over human and financial resources and

Organizational Support

capital assets of the Field assigned to your area of responsibility, in line with UNRWA regulatory framework and Strategy, Policy, Accountability, Results and Envelopes (SPARE) principle;

- Advising and supporting the Field Director in implementing the Agency's reform plan for comprehensive programme and management reform. Leading the implementation of pertinent reform initiatives in the organizational cluster and coordinating the work of cross-functional teams to achieve field-wide outcomes and promote integration of cross-cutting issues into the support service framework;
- Guiding and supporting senior administrative staff in their own area; mentoring and evaluating for training purposes, as necessary;
- Liaising with government and local authorities to ensure their cooperation in facilitating the Agency's operations. Assisting the Director in managing and promoting inter-agency and donor relations;
- As assigned, acting for the Director during his/her absence, with full responsibility for the Field operation, and reporting in this capacity to the Commissioner-General (USG) and/or Deputy Commissioner-General (ASG);
- Where applicable, acting as the Field security focal point and liaising with the Agency's Chief Security Adviser and the Department of Safety and Security in the Field.

#### 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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| <b>Education</b>       | 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; |
| <b>Work experience</b> | At least 10 years of increasingly responsible professional experience including at international level, with at least six years at managerial level in a large governmental, international or commercial organization with oversight of organizational support functions; Significant experience managing large teams;  |
| <b>Language(s)</b>     | 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**

