

Posting Title : Career Guidance Counsellor (NLA), D
Job Code Title : Career Guidance Counsellor
Department/ Office : UNRWA - Programme Education
Location : Tripoli
Posting Period : 5 February 2021-18 February 2021
Job Opening number : 21-HRE-UNRWA - Programme Education-149111-R-Tripoli (R)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

The Career Guidance Counselor will be reporting to Project Manager and Career Guidance Coordinator

Responsibilities

Carries out the career guidance activities down to primary schools level, to help students to explore their strengths and interests, in relation to their aspirations;
Assists in providing grade 9 students at area level with group and individual career guidance sessions, to guide them in planning and making informed decisions for their education and career pathways;
Supports the Career Guidance Unit (CGU) in its duties, from development to implementation of career guidance activities to promote and raise awareness among teachers, parents and the community as a whole;
Coordinates with the Vocational Training Centre (VTC) Counselors to organize visits to assist grade 9 students in their career choices;
Implements communication activities to inform Palestine Refugees about the activities of the Career Guidance Unit, and supports in preparation of informative materials about career guidance to be used during the activities;
Ensures that students' individual Career Track Records are properly;

Competencies

Applying Technical Expertise;

Adapting and Responding to Change;

Relating and Networking;

Education

University degree in Counselling, Educational Pedagogy, Elementary Education and Psychology, or another related field;

The ability to use computer applications, in particular: Word, Excel, Internet. Access and Power Point in his/her work.

Work Experience

At least 2 years relevant work experience in the field of Career Guidance and/or Education

Languages

Good command of written and spoken English and Arabic.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Type of contract and duration: Limited Duration Contract (LDC) Band D for 6 months, with the possibility of further extension, subject to availability of funds, satisfactory performance and continuing need. 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 applicants from under-represented groups (based on, for example, gender, 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 protect 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. Equivalency: Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

N.B: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

Desirable qualification: N/A

Conditions of service: Monthly basic salary USD 1,261.70 + SPLA USD 167 Other benefits include compulsory medical insurance, 30 days of annual leave pre-rated to the duration of the contract where less than one year, and family allowance (if applicable).

Additional information: N/A

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon with authorization to work in that duty station at the time of application are eligible to apply. The Agency will not assume responsibility to support or facilitate the issuance of work permit in the duty station, and without a valid work permit, the appointment may be rescinded. During and after the completion of the recruitment process, candidate's request for review of decisions must be submitted within 48 hours from the formal notification by UNRWA. Requests received after that will not be considered. UNRWA is a United Nations agency whose staff are therefore expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and 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. The Agency will disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List. 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.

United Nations Considerations

Staff members are subject to the authority of the Commissioner-General of UNRWA and to assignment by him or her.

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 applicants from under-represented groups.

At UNRWA, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. UNRWA is committed to creating a diverse and inclusive environment of mutual respect. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

UNRWA Considerations

UNRWA staff are expected to uphold the highest standards of efficiency, competence, neutrality, impartiality and integrity. 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. Candidates will not be considered for employment with UNRWA if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. Candidates who

have committed crimes other than minor traffic offences may not be considered for employment. The Agency may disqualify applicants who have separated for reason of misconduct, who left a UN Agency while misconduct processes were pending, or who appear on the UN Sanctions List.

UNRWA is a non-smoking work environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.