

Posting Title : Project Communication Coordinator, E  
Job Code Title : Project Communication Coordinator  
Department/ Office : UNRWA - Programme Infrastructure/Engineering  
Location : BEIRUT  
Posting Period : 12 May 2021-25 May 2021  
Job Opening number : 21-ADM-Programme Infrastructure/Engin-155226-R-BEIRUT (R)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

In accordance with established Agency policy and procedures, the incumbent will report to Cash For Work project manager.

### **Responsibilities**

Performs the following PI related functions:

- a) Disseminates, distributes and publishes information supporting UNRWA's work and services.
- b) Supports awareness and public information strategies and campaigns
- c) Implements visibility activities
- d) Provides communication support to Field Public Information Officer (FPIO), Chief Area Office (CAO), and Operations Support Officer (OSO), Camp Services Officer (CSO), Donor Relations Unit (DRU) and other departments in UNRWA
- e) Establishes media contacts in the Areas, as relevant
- f) Assists Public Information Office (PIO) and Donor Relation Unit (DRU) in facilitating field visits of donors and partners to the Field Areas;

Arranges, coordinates and facilitates community events, such as graduation events and UNRWA donor recognition ceremonies;

Drafts human interest stories, prints and distributes community newsletters and contributes to regular reports and updates on UNRWA's activities for donors as needed;

Establishes clear lines of communication with stakeholder groups in order to keep them informed in relation to UNRWA's activities, convening meetings where needed and acting as a focal point for receiving queries in relation to UNRWA's projects and services;

Organizes regular focus group/community meetings to garner public opinion and support Front Office community engagement;

Monitor social media feeds relating to UNRWA activities and to provide responses to issues which are raised in coordination with PIO;

Conducts regular home visits to Palestine refugees in Lebanon to get to know better their aspirations/concerns.

Performs other duties as may be required.

### **Competencies**

Deciding and initiating action

Relating & Networking

Planning and organizing

Coping with pressure and setbacks

Persuading and influencing

### **Education**

A university degree in Journalism, Communication and public Relation or in Translation work and interpretation,

### **Work Experience**

Two years' experience in public information and public relation or in translation work and interpretation.

### **Languages**

Excellent command of spoken and written Arabic & English;

### **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 E for 06 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 1,466.20 + SPLA USD 167

Other benefits include monthly Provident Fund contribution (15.2% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency 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.

Please find below the link to a video that guides applicants on how to apply to Job Openings that approach you for guidance:

<https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u%2Fview%3Fusp%3Dsharing&data=04%7C01%7CW.ELSHOULI%40UNRWA.ORG%7C1f35e71a74964bd7d32808d8ed07eebe%7C262f6a4120e941408d3efdf5eecb4157%7C0%7C0%7C637519965786210481%7CUnknown%7C>

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VCI6Mn0%3D%7C1000&sdata=QKvBkLABpW8tftcg2nRIir9TfPaRFpT%  
2BSqEa9VZXDog%3D&reserved=0

## **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.