

Posting Title : School Counselor -Guidance & Support (Roster Central Lebanon, North Lebanon and Saida areas), 11
Job Code Title : School Counselor -Guidance & Support
Department/ Office : UNRWA - Programme Education
Location : LEB - Other cities
Posting Period : 17 June 2021-30 June 2021
Job Opening number : 21-ADM-UNRWA - Programme Education-156615-R-LEB - Other cities (R)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The incumbent reports administratively to the Area Education Officer and technically to the Education Specialist (Guidance and Counseling).

Responsibilities

In accordance with Agency policy and procedures, the incumbent:

(In co-ordination with the Education Specialist (Guidance & Counseling), co-ordinates all aspects of the Guidance & Counseling activities in the schools to which assigned including, planning, implementing, evaluating and recommending annual plans for improvement;

Provides guidance and support to teachers who provide guidance and counselling in assessing pupil's problems by using different techniques such as observation, interviews, academic achievement, action research projects, case studies, questionnaires, group and individual tests, proposes action plan to resolve them; and follows up implementation;

Establishes a data base for the schools to which assigned, analyses data to identify common patterns of relationships that cause problems and the suitable guidance and counseling intervention approach that may be applied;

In co-ordination with the Education Specialist (Guidance & Counseling) and/or with the concerned Education Head Unit(s), arranges for guidance and counselling training for teachers who provide guidance and counselling;

Assists in designing and using group and individual intervention techniques that may create a learning environment to enhance achievement and develop positive pupils' behavior;
Provides individual guidance & counseling services to pupils whose problems are

complicated on referral basis from schools;

Co-ordinates with the concerned other Department staff in providing a referral system for expanded services beyond the area of education counseling;

Prepares monthly reports on the guidance and counselling activities in his/her designated schools, with achievement, challenges and plans; prepares other ad-hoc reports as required;

Performs such other duties as may be assigned.

Competencies

Professional competencies related to the responsibilities in para three above, including research techniques and use of statistical analysis and ability to plan, implement and evaluate school Guidance and Counseling activities;

Knowledge of UN values, UNRWA general and education specific rules, policies and practices;

Demonstrated ability to communicate effectively both verbally and in writing;

Ability to work under pressure and meet target deadlines;

Ability to work as a team member;

Problem solving and critical thinking skills;

A good knowledge of the standard PC applications used by the Agency;

Integrity and positive attitude for establishing and maintaining positive and proactive relationships with all relevant stakeholders.

Education

School Counsellor (Guidance & Support) -grade 10

University degree in a subject related to school education programme and a one year in-service training course in Guidance and Counseling; OR

University degree in Guidance and Counseling with a minor in psychology or educational psychology with a minor in Guidance & Counseling;

Successful completion of a teacher training course of at least one-year duration;

School Counsellor (Guidance & Support) -grade 11

School Counselor (Guidance & Support) must have, to progress to grade 11, same to the above qualification in addition to the below experience.

Work Experience

grade 10: Five years' experience of teaching and/or counselling.

Grade 11: Completion of ten (10) years of experience at grade 10 as a School Counselor (Guidance & Support) OR

Completion of ten years of relevant experience composed of: at least five years or more of experience at grade 10 as a School Counselor in addition to experience as a teacher grade 10; in all cases with a satisfactory performance over at least the last five years.

Completion of the training course of "UNRWA Education inclusive package.

Languages

Good command of spoken and written Arabic; good knowledge of English;

Assessment

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

Special Notice

This advertisement (ROSTER 5 per area - CLA, NLA and Saida) is for planning and no immediate employment/appointment should be entertained.

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 1,187.60 + 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: Ready to work in flexible duty hours scheme to cover both morning and afternoon shifts.

Candidates need to check the Junk Email as emails from INSPIRA may go to Junk; it is the candidate's responsibility to check his/her email.

General Information: This vacancy notice is open to internal and external candidates. Only candidates residing in Lebanon at the time of application are eligible to apply. 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%7Cc0ce61b1e86844a82f0108d915169b20%7C262f6a4120e941408d3efdf5eecb4157%7C0%7C0%7C637564009396131794%7CUnknown%7CTWfPbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=HmK0HIpibBorE8zbZn5g3UYvIVfXTMTd3%2BPMiWsir04%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.