

Posting Title : Project Manager, F
Job Code Title : Project Manager
Department/ Office : UNRWA - Programme Relief & Social Services
Location : FO Lebanon
Posting Period : 12 July 2021-25 July 2021
Job Opening number : 21-HRE-Programme Relief & Social Serv-159617-R-FO
Lebanon (R)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This post is located in the Lebanon Field Office, works closely with, and under the supervision of the Deputy Chief Field Relief & Social Services Programme (D/CFRSSP) and is responsible to the Project related to Palestine Refugees from Syria (PRS).

Responsibilities

Directs, advises and supervises activities of the project personnel to ensure project progresses on schedule and within prescribed budget; provides technical advice to resolve problems;

Responsible for, and carries out project management activities, including implementing of the Cash Transfer Program (CTP) to Palestine Refugees from Syria (PRS) in line with established policies and of financial components and crediting timeline, conducting monitoring surveys on usage of disbursed cash and ascertaining physical presence of recorded PRS in emergency module in Refugee Registration Information System (RRIS);

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of the project are accomplished within prescribed time frame and funding parameters;

Provides guidance on PRS eligibility criteria for cash assistance and documentations; monitors the quality of data collected in emergency module (RRIS);

Prepares periodic reports for Management, donors, or others;
Ensures accurate and complete financial controlling, tracking and reporting of cash distribution and reconciliation of accounts;

Coordinates with other units / offices the delivery and reporting of cash assistance related to

PRS including ATM card management and crediting issue;

Follows up on the development and roll-out of program enhancements including Refugee Registration Information System (RRIS) system and bank web portal;

Represents RSSP in sectors meetings with UN organizations and NGOs;

Coordinates with humanitarian partners to enable the delivery of cash assistance from other sources through UNRWA ATM cards;

Performs other duties as may be assigned

Competencies

Very good writing skills in English;

Excellent computer skills, especially in MS application used in the Agency, such as Word, Excel, Internet Explorer and Outlook;

Ability to take initiative and work in a logical and accurate manner;

Excellent communication skills, effective team member;

Ability to work under pressure;

Knowledge of protocol norms.

Education

A university degree in Finance, Business Administration, or related fields.

Work Experience

At least five years experience including administrative, finance work, project management or programme development & management preferably in a social field, or related experience.

Languages

Fluency in 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 F 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

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United Nations Considerations

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

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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.