

Posting Title : School Principal (ROSTER All Areas), 15
Job Code Title : School Principal
Department/ Office : UNRWA - Programme Education
Location : LEB - Other cities
Posting Period : 26 July 2021-1 August 2021
Job Opening number : 21-EDU-UNRWA - Programme Education-160009-R-LEB -
Other cities (R)
Staffing Exercise : N/A

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

Org .Setting And Reporting

In accordance with established Agency policy and procedure, the incumbent will be reporting to the Area Education Officer

Responsibilities

Leads, in cooperation with all professional support cadres, ongoing and relevant professional development for all staff:

Evaluates the training needs of school staff in line with the School Development Plan and Agency and Field education focus and priorities;

Enables and supports school-based professional development, including peer support, discussions and training;

Facilitates participation in external training as appropriate;

Oversees and manages staff professional performance;

Manages the delivery of quality inclusive education services to all students in the assigned school, in line with UNRWA policies and practices;

Develops and ensures effective communication mechanisms are in place and utilized to engage parents and the wider community in the provision and monitoring of quality inclusive education for all students;

Leads on overall installation management, including pupil registration, record keeping and EMIS data entry; ensures appropriate school budgeting, financial management, and resource

utilization in line with UNRWA approved policies, processes, and procedures;

Develops and maintains an inclusive, safe, secure and effective learning environment;

Ensures school ethos and practices of monitoring and evaluation and formative and summative assessment of all pupils to facilitate inclusive quality education and maximize the potential of all students;

Performs such other duties as may be assigned.

Competencies

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

Commitment to and understanding of education and leadership theories and practices;

Ability to lead and inspire a school and its community (students, staff and parents);

Demonstrated ability to communicate both verbally and in writing;

Ability to work under pressure and meet target deadlines;

Problem solving and decision making skills;

Proficiency in the standard PC applications used by the Agency;

Integrity and positive attitude.

Education

A university degree from a college or university in an appropriate school related subject plus at least one year of professional teacher training; or

A university degree from a college or university in an appropriate school related subject plus a higher diploma or advanced degree in education.

Work Experience

At least seven years satisfactory teaching experience.

Languages

Excellent command of spoken and written Arabic;

Good command of spoken and written English.

Assessment

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

Special Notice

Please make sure that your application is filled properly, correctly and completely; any missing or incomplete information may lead to the rejection of the application by the system.

All applicants to the previous recruitment, if still interested, need to re-apply to this vacancy.

If the recruitment process generates a large number of applicants who pass the test, the Agency may interview only the top passing applicants to ensure sufficient number of candidates to be listed on a recommended list or an employment roster based on the Agency's needs. This is intended to ensure efficiency and timeliness of the recruitment process.

This advertisement (ROSTER) 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: •Advanced degree in a related subject; professional training.

A minimum of one year experience as Deputy School Principal

Conditions of service: Monthly basic salary USD 1,542.50 + SPLA USD 167 + Special Occupancy Allowance (SOA) 17.02%.

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: The incumbent may be required to work beyond the regular working hours.

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://drive.google.com/file/d/1MH-IYA6Y8kxA1fgao5qyTV8VwNajgx4u/view?usp=sharing>

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.

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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.

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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.