

Posting Title : Community Support Associate (Tyre and Central Lebanon Areas), E
Job Code Title : Community Support Associate
Department/ Office : UNRWA - Programme Protection & Neutrality
Location : LEB - Other cities
Posting Period : 2 December 2021-15 December 2021
Job Opening number : 21-PBA-Programme Protection & Neutral-169429-R-LEB - Other cities (R)
Staffing Exercise : N/A

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

Org. Setting and Reporting

Under the direction of the Protection and Neutrality Coordinator and the Chief Area Officer (CAO), and daily management of the Protection and Neutrality Associate (PNA), the Community Support Associate (CSA) supports the implementation of all protection activities and humanitarian principles inspections in the area and inputs into protection analysis and response at the area level.

Responsibilities

Humanitarian Principles and protection audit:

Support Protection Specialists and the PNA to undertake inspections, accompanying and translating as necessary.

Feed into area level analysis and action plan

Support the biannual protection audit and input into analysis and response

Support community work on mural projects, including identifying artists and liaising with the community.

Support trainings as requested

Support to individual protection cases:

Working with the PNA, respond to individual cases. This includes safe identification and referral to other UNRWA services, undertaking assessments for Emergency Protection Cash and supporting individuals to access services as needed through liaison with other UNRWA programmes.

Support the identification and response to trends, working with Protection Specialists

Support up-to-date mapping of referral services

Protection monitoring and coordination:

Input into and support analysis of area level trends

Under take focus groups and surveys, and support the collection of protection monitoring data

Input into the design and implementation of area level action plans

Community based protection work:

Work with protection specialists and the PNA, to organise and monitor community-based activities, liaising closely with partner staff and UNRWA psychologists

Undertake activities with community leaders to promote a protective environment for children

Ensure that information and trends from the community-based protection initiatives are fed into area level protection analysis

Work with the Protection and Humanitarian Principles Officer to ensure that community-based protection structures are linked to UNRWA services

Input into the design, monitoring and evaluation of activities

Representation and Coordination:

Work with the PNA to ensure that UNRWA is represented in all appropriate community level fora, and area level fora, as requested

Reporting

Input into monthly and ad-hoc reporting by the Protection and Humanitarian Principles Officer

Competencies

Excellent communication skills: able to listen to and correctly interpret messages from others and able to tailor language, tone and style to match audience when disseminating information;

Excellent interpersonal skills and ability to establish and maintain effective partnerships and work collaboratively with UNRWA staff, partners and community members;

Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail;

Excellent interpersonal and problem-solving skills, creativity and flexibility;

Flexibility, ability to access and analyze situations quickly, objectively and prudently.

Fully proficient computer skills including use of relevant software and other applications, e.g. word processing, excel, spreadsheets, internal databases, Internet etc.

Education

A University Bachelor's Degree is required in Social sciences, business or public administration or other related field

(Post-Secondary diploma with additional 2 years of qualifying experience in lieu of Bachelor degree may be considered)

Job Specific Qualifications

Work Experience

2-3 years of professional experience in the area of protection. (For Post-Secondary diploma total of 4-5 years of relevant experience may be considered).

Languages

Fluency in spoken and written Arabic and very good 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.

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.

Type of contract and duration: Limited Duration Contract (LDC) Band E 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 1,466.20 + 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).

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.

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://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.

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.

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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.