



UNITED NATIONS RELIEF AND WORKS AGENCY
FOR PALESTINE REFUGEES IN THE NEAR EAST
UNRWA



Vacancy Announcement

Accounting Assistant LDC

Deadline for Applications

17 August 2020

Contract Type

Limited Duration Contract for 1 year (applies to external candidates and internal candidates on LDC); renewable; Appointment subject to funding confirmation.

LDC Band

Band D

**Vacancy Announcement
Number**

LF/16/2020

**Duty Station &
Department**

Lebanon Field Office – Infrastructure and Camp Improvement Programme

UNRWA encourages applications from qualified women and welcomes applications from qualified candidates with 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 professionals like you.

UNRWA's human development goals

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. UNRWA has identified four human development goals as the focus of the Agency's operations in committing to fostering human development of Palestine refugees by helping them to: lead long and healthy lives, acquire knowledge and skills, achieve decent standards of living and enjoy human rights to the fullest possible extent.

How can you make a difference?

You will be joining a team of around 3000 staff in the Lebanon Field Office working to foster the human development of registered Palestine refugees.

The main responsibilities include:

- Monitors budget and expenditure of all projects;
- Assists in updating the projects reports in coordination with the project office and ECSD's Division Heads;
- Conducts financial appraisal of each implemented project;
- Maintains and updates files, registers records relating to financial matters;
- Prepares on monthly basis a cost control report for Site Engineers' wages in coordination with Finance Department "Contra account against project codes";
- Checks and ensures settlement of contractors' bills and other expenditure;
- Prepares reports and correspondence;
- Compiles analysis and verifies statistical data;
- Performs such other duties as may be assigned.

Conditions of service

Limited Duration Contract (LDC- Band D)

Monthly basic salary USD 1,261.70 + SPLA USD167

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).

To qualify for this position, you will need:

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|------------------------|--|
| Education | Successful completion of full Secondary Education; |
| | Successful completion of a two years training course in business office practice or accountancy. |
| Work experience | Six years' experience in accounting; |
| | Computer literacy with good experience and knowledge of Excel and MS-Word applications. |
| Language(s) | Good command of written and spoken English and Arabic. |

You will also need to demonstrate the following competencies:

- Ability to take initiative and maintain constructive relationships with internal and external stakeholders;
- Ability to cope with multiple tasks effectively;
- Excellent communication skills.

Desirable Qualifications:

- A university degree in accounting;
- Association of Accounting Technician (AAT) proficiency or any other professional qualification;

- Practical experience with UNRWA Financial Management System (FMS) or other computerized Finance Systems.

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

Recruitment in UNRWA Lebanon – How it works:

<https://jobs.unrwa.org/frmFieldAnnouncementsList.aspx?id=3>

Who we are

For over 70 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

For more details on UNRWA, please visit: www.unrwa.org

How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. All candidates are required to carefully fill the Personal History Form, bearing in mind that the information included in it must be true, complete and correct in all respects. Any misrepresentation or material omission would lead to the disqualification of the candidate, and any internal candidate would be liable to termination." Applications and amendments will not be accepted after the deadline of the vacancy announcement. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted. **Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate, candidates shortlisted for test or/and interview will only be contacted by e-mail. No follow up phone calls will be made.**

The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.

Equivalency

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

General information

This vacancy notice is open to internal and external candidates. **As an Area post, preference will be given to local candidates already based in the duty station of the post.** 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 or accountability 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 will be considered and looked into within 48 hours from the formal notification by UNRWA, request received after that will be ignored.

UNRWA is a United Nations organization whose staff are 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. 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

Date of issue: 28 July 2020