



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



Vacancy Announcement

Environmental and Social Coordinator LDC

Deadline for Applications	17 September 2020
Contract Type	Limited Duration Contract 6 months (applies to external candidates and internal candidates on LDC); renewable; Appointment subject to funding confirmation.
LDC Band	Band F
Vacancy Announcement Number	LF/21/2020
Duty Station & Department	Lebanon Field Office (Frequent travel to all areas) - Infrastructure and Camp Improvement

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:

Tasks during project Preparation Phase

In the course of project preparation, the ESC will in line with the ESMF:

- Conduct environmental and social site risk assessments, in order to inform E&S risk screening and in order to inform the development of the project/ site specific ESMP
- Identify any requirements from national environmental, social, occupational health and safety and labor legislation, including EIA legislation and integrate these accordingly into environmental and social management plans;
- Ensure that an EIA is undertaken if national legislation does require so for a given project
- Ensure that ESIA is undertaken as per requirements of KfW for a given project (if required)
- Assess whether an intervention would result in voluntary relocation and/ or land take and ensure that in case of involuntary land take, the process would be undertaken according to the ESMF.
- Prepare project/ site specific ESMPs and make sure that these would be integrated into the bidding documents/contracts with construction contractors
- Engage and consult early with local communities (see below)

Tasks during project Implementation Phase

- Review and approve the contractor's Construction Environmental and Social Management Plan (Construction ESMP, to be developed by the Contractor based on the project/ site specific ESMP and in accordance with national rules and regulation),
- Ensure that the contractor shall not commence any works prior to the EO's approval and satisfaction that appropriate measures are in place to address environmental and social risks and impacts, including occupational health and safety and public health and safety,
- During construction period, monitor the contractor's E&S performance for compliance with the Construction ESMP and require and track corrective actions as appropriate; This includes oversight of implementation and monitoring both health and safety standards and labour and working conditions during construction,
- Ensure that the contractor provides trainings to workers to assure that they understand their respective responsibilities, that subcontractors and suppliers (in particular those for major supply items) are familiar with the Construction ESMP requirements and guidelines valid on site and that the contractor complies with the Code of Conduct,
- Ensure that appropriate trainings are provided to workers in community based labor projects and that all workers (contractor's staff and community workers) are equipped with appropriate

- Personal Protective Equipment (PPE) and health and safety regulations along with protection guidelines are applied.
- Ensure that all workers are informed about their obligation to attend training sessions (induction training and technical training) and that the training sessions are adequately organized and conducted within the agreed intervals and are effective,
- Participate in the management of complaints as per UNRWA complaints management process,
- Develop and maintain a monitoring database,
- Undertake immediate reporting on any serious environmental and social incidents and accidents,
- Establish back to office reports after site visits and discuss results of visits and assessments with the respective ICID/HQA and FICIP in order to agree on any necessary follow up action.
- Submit weekly and monthly reports with E&S situation during the implementation of the project.
- Monitoring and evaluation that injuries, incidents etc. are handled properly with insurance companies.

Stakeholder Engagement and Community Participation, all project phases

- Establish cooperative relationships with and facilitate communication between local government officials, municipalities, community members and contractors in order to facilitate community involvement in the construction works, mitigate conflicts and to ensure an efficient and effective implementation of project activities
- Organize awareness-raising and training activities relating to environmental and social safeguards and the corresponding measures (with a focus on the project/ site specific ESMP)
- Monitor working conditions on construction sites, ensuring adherence to labor laws and decent work principles.
- UNRWA to add aspects according to UNRWAs routines within Stakeholder Engagement
- Any other relevant tasks which may be identified during the assignment by the ESC, by other UNRWA team members or other project partners/consultants, will be considered and integrated as appropriate into the tasks and responsibilities of the ESC.

Conditions of service

Limited Duration Contract (LDC- Band F)

Monthly basic salary USD 1,647 + 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:

Education	First level university degree in environmental or social sciences, engineering or other related field. Focus of professional and practical experience in the area of environmental and social management, occupational health and safety, construction supervision, community engagement
Work experience	Minimum of five years of work experience in relevant field, preferably from construction/ engineering with a focus on environmental, social, health and safety issues. Experience with community engagement and/ or community development is considered an asset. Previous experience and familiarity with the communities in the project locations is considered an advantage.
Language(s)	Excellent command of spoken and written English and Arabic

You will also need to demonstrate the following competencies:

- Creativity and ability to take initiative;
- Effective organizational and planning skills;
- Excellent negotiation and communication skills;
- Excellent Problem solving skills;
- Demonstrate ability to empowering others;

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: 08 September 2020