



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



Vacancy Announcement

Community Communications Team Coordinator LDC

Deadline for Applications	30 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/22/2020
Duty Station & Department	Lebanon Field Office – Public Information Office

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:

A. Coordinates the work of the Communications Coordinators team and contributes to the AAP project reporting

- Coordinates the field work of five area communications coordinators by following up on the daily and weekly tasks and duties of the field communications coordinators. Collects from the team and compiles weekly and monthly reports and project activities to be submitted to the Project Lead Consultant and UNRWA senior management.
- Contributes to the project's work plan in coordination with the Project Lead Consultant, ensuring that the project outputs are aligned with the project design and the partnership agreement and providing advice and guidance as required;
- Develops and oversees communications material and channels to enhance communications with the community;
- Supports the design and development of tools for monitoring, evaluation and reporting.

B. Coordinates refugee community engagement with UNRWA field management

- Organizes participation of management in meetings in each of the five areas in Lebanon, targeting representatives of political factions, camp committees, main NGOs and community based organizations in the camps, youth and women's committees and parents and Palestine refugees from Syria
- Channels UNRWA messages to the Refugee community throughout the annual programmatic cycle to inform the refugees about what UNRWA accomplished during the annual programme cycle.
- Provides training to the team on feedback collection techniques, and community communications skills (verbal, audio-visual, reporting and others).
- Organizes field visits, support the preparation of visibility material/activities as required.

C. Contributes to monitoring and evaluation

- Follows up with the various programmes and departments to ensure timely feedback on issues raised by the community.
- Gives communities routine feedback as to the outcomes and findings of assessment, monitoring and evaluation missions.
- Contributes to the production of a lessons learnt document that could be used by the Agency in other fields of operations.

Conditions of service

Limited Duration Contract (LDC- Band F)

Monthly basic salary USD 1,674 + 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	A university degree in Media, community development or participation, communications, public relations or other related discipline.
Work experience	At least five years' experience in the application of the knowledge acquired in (A) above in a large national or international organization.
Language(s)	Excellent command of written and spoken English and Arabic. Knowledge of the Palestinian Community is an asset. Excellent oral and written communication skills

You will also need to demonstrate the following competencies:

- In-depth understanding of accountability to affected populations and support to refugees;
- Experience in facilitating senior management engagement with the community and in establishing feedback mechanisms.
- Experience in project implementation;
- Strong organization, interpersonal and coordination skills;
- Excellent analytical and drafting skills;
- Ability to develop clear goals and identify priority activities and assignments; and
- Proficiency in computer applications such as internet, social science statistical applications, word processing, spreadsheets and database

Desirable Qualifications

- Knowledge of UNRWA Rules and regulations;
- Previous experience with a UN organization, NGO, or donor government
- Previous experience in financial oversight;
- Experience with Adobe Suite is an asset;
- Experience with social science statistical applications is an asset; and
- Experience in user-centered design, user research, or service design.
- Experience in managing and motivating a small team;

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/frnFieldAnnouncementsList.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: 16 September 2020