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



Vacancy Announcement

Secondary Teacher Economics

Deadline for Applications	04 October 2020
Contract Type	Employment Roster per area
Grade	Grade 9-12
Vacancy Announcement Number	LF/25/2020
Duty Station & Department	All Areas - Education Department

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:

- Ensures the delivery of quality and inclusive education to all students through:
 - identifying the knowledge, skills and pedagogy required for the delivery of subject curriculum taking into account individual needs of students;
 - Preparing and delivering education using a range of appropriate learner-centered instructional strategies and techniques;
 - Contributing to the enrichment of the host country's curriculum, where appropriate, to further develop academic and personal /life competencies of students and achieve UNRWA learning goals and values in line with UNRWA Curriculum Framework;
 - Assessing students' learning through the use of formative, summative, and diagnostic assessment techniques; giving appropriate feedback and maintaining records of students' progress and development;
 - Maintaining a safe and effective learning environment in the classroom and on school premises in accordance with the UNRWA school 'Code of Conduct.
- Participates in the school co-curricular activities/committees and maintains links with the wider Education community to improve the performance and wellbeing of students including activities regarding social, environmental and health issues, and child rights and protection;
- Actively engages in school-based and other professional development activities, including maintaining up-to-date subject and pedagogic knowledge, and performs his/her duties in line with UNRWA approved policies, processes and procedures;
- Contributes to the systematic collection, recording, and analysis of data in line with the school and UNRWA EMIS system;
- Effectively and regularly communicates with his/her counterpart professionals, parents and school community regarding students' progress and needs;
- Contributes to the school policy planning development and evaluation;
- Performs other duties as may be assigned.

Conditions of service

Employment roster, Grade 9 - 12

Monthly basic salary:

Grade 9: USD 1,101.50 + SPLA USD 167

Grade 10: USD 1,139.60 + SPLA USD 167

Grade 11: USD 1,187.60 + SPLA USD 167

Grade 12: USD 1,280.00 + SPLA USD 167

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).

To qualify for this position, you will need:

Education & Secondary Education Teacher -grade 09

Experience This is the first entry level for partially qualified secondary education teachers. The minimum eligibility criteria are:

A university degree in a subject related to secondary education (Economics)

No experience required at this entry level;

Secondary Education Teacher -grade 10

This is the second entry level for newly qualified secondary education teachers. The minimum eligibility criteria are:

a university degree in a subject related to secondary education (Economics);
completion of a minimum one year pre- or in-service training course;

Secondary Education Teacher – grade 11

This is the third level is for fully qualified secondary teachers, promoted in the services, with the Agency. The minimum eligibility criteria are:

a university degree in a subject related to secondary education (Economics);
completion of a minimum one year pre- or in-service training course;
five years of teaching experience in the Agency as a fully qualified secondary education teacher at grade 10, in which at the least the last two years have been at a satisfactory performance or higher;

Secondary Education Teacher -grade 12

This is the highest level attainable by fully qualified secondary education teachers. The minimum eligibility criteria are :

a university degree in a subject related to secondary education (Economics);
completion of a minimum one year pre- or in-service training course;
Successful completion of School Based Teacher Development-II programmes (SBTD-II) when/ as offered by UNRWA Education.
Ten years' experience in the Agency, as secondary education teacher at grade 11, in which at last the last five years have been at a satisfactory performance or higher.

Language(s) Teachers of Arabic language and subjects taught in Arabic: Excellent command of written and spoken Arabic and coming from English Education background.

Teachers of English Language and subjects taught in English: Excellent command of written and spoken English and good command of the Arabic language.

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You will also need to demonstrate the following competencies:

- Knowledge of UN values, UNRWA general and education specific rules, policies and practices;
- Appropriate knowledge and understanding of the pedagogy and subject knowledge including openness on new ways of working;
- Demonstrated ability to communicate effectively both verbally and in writing;
- Ability to plan, organize and to work under pressure and meet target deadlines;
- Ability to lead and to work as a team member;
- Problem solving and critical thinking skills;
- Proficiency in the standard PC applications used by the Agency;
- Integrity and positive attitude for establishing and maintaining positive and proactive relationships with all relevant stakeholders.
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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: 21 September 2020