



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



Vacancy Announcement

Chief Field Relief and Social Services Programme,

Deadline for Applications	27 October 2020
Contract Type & Duration	Fixed Term – 3 years
Grade	20
Vacancy Announcement Number	LF/37/2020
Duty Station & Department	Lebanon Field Office - Relief and Social Services Department

UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide 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 professionals like you.

UNRWA's human development goals

UNRWA is committed to fostering the human development of Palestine refugees by focusing on four goals: assisting 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. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

How you can make a difference

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

The main responsibilities include:

- Leading and managing the LFO Relief and Social Services Programme in compliance with UNRWA's overall policies, including by developing, administering, and monitoring the programme's activities; approving the annual work plan; recommending the budget and controlling the Programme's financial and other resources; advising on the Agency's Relief and Social Services activities and proposing changes to policies where needed;
- Assessing priorities of vulnerable refugees in the Field through managing surveys and data collection processes including to evaluate appropriateness and effectiveness of the Programme's services in relation to needs; proposing areas of intervention, including implementation methods and related activities to meet refugees' needs; guiding the process of project development through recommending projects and supervising the implementation of projects;
- Overseeing and guiding the Agency's social transfer programmes in the Field through emergency assistance and the Social Safety Net Programme; providing for monitoring of assistance operations and the efficient and effective utilisation of resources;
- Providing quality assurance and supervision of the Field's refugee registration processes including eligibility criteria according to the Agency's regulatory registration instructions; and maintaining refugees records and family files;
- Guiding and managing the Programme's human resources and identification of technical training needs including those related to the implementation of a professional social work and case management programme;
- Providing support to revisions of Relief and Social Services policies and regulatory framework led by RSSD in Headquarters;
- Coordinating multi-sectoral activities with other Programmes; liaising and coordinating activities with other UN agencies, private institutions, and governmental and non-governmental organizations involved in providing relief and social services to the refugee community in the Field of operation;
- Briefing delegations representing donor governments, NGOs and media;
- Overseeing the review and implementation of a reformed micro-credit community support programme, as applicable.
- Performing other duties as require

To qualify for this position, you will need:

Education	An advanced university degree (Master's or equivalent) from an accredited educational institution in social sciences, public administration, management or other related field.
Work experience	At least ten years of progressively responsible and relevant experience in relief services and/or social development programmes, of which five years should be in management in a supervisory position in a similar programme.
Language(s)	Excellent command of spoken and written English and Arabic

You will also need to demonstrate the following competencies:

UN Core Values of Professionalism, Integrity and Respect for Diversity and Core Competencies of Communication, Working with People and Drive for Results apply by default. Additional competencies required:

- Leading and Supervising
- Relating and Networking
- Deciding and Initiating Action
- Planning and Organizing
- Formulating Strategies and Concepts

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>

Desirable Qualifications

Knowledge of the socio-economic conditions of the Palestine refugees.

Conditions of service

Fixed Term Appointment, Grade 20

Monthly basic salary USD 2,124.40 + SOA 66.39% + 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).

Who we are

For 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 some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly 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's services encompass 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

Applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing the UNRWA 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 may 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.

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 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.

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 September 2020