



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



## Vacancy Announcement

### Mobile Safety Officer, Grade 12

**(5 posts)**

**(For internal staff only)**

<b>Vacancy Announcement Number</b>	01-03-2021
<b>Deadline for Applications</b>	14 April 2021
<b>Source of Fund</b>	Programme Budget
<b>Contract Type &amp; Duration</b>	Fixed-Term Appointment for 3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need
<b>Department</b>	Gaza Field Office – Field Security and Risk Management Office

**Note: in accordance with the staff selection guidelines-Implementation of Restructurings in GFO approved by DUO, G in July 2017, fully qualified fixed-term staff from Field Security and Risk Management Office will receive priority consideration**

**UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.**

**UNRWA welcomes applications from qualified candidates with disabilities.**

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UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for highly committed professionals wishing to make a change.

#### **UNRWA's strategic objectives**

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e)

Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

**Do you want to make a lasting difference?**

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you.

In this role, the incumbent is responsible for overseeing UNRWA's security system and safety requirements, in addition to, providing advice, training and support within a designated area of operations.

**In accordance with established Agency policy and procedures, the incumbent:**

- (A) Assists in the development and implementation of established safety and security standards, guidelines and procedures to ensure security mainstreaming in all installations within his/her designated area; responds to emergencies in a timely manner;
- (B) Conducts periodic building and office security and safety assessment surveys; guides the implementation of emergency and safety standards; acts as the area Fire Marshal, conducts inspections and makes recommendations with regard to fire safety;
- (C) Conducts a wide variety of safety and security related training for area and management staff including, Security Awareness, Driver Safety, Fire Safety, Conflict Prevention & Resolution within his/her designated area of operations; provides introductory security briefings to new staff members;
- (D) Ensures that Security Incident Reports are properly forwarded to HQ within established time lines; conducts investigations as directed by Field Director; responds to both Field and HQ requests for reports and information in a timely manner;
- (E) Assists in planning and implementing security and safety awareness activities such as fire drills and first aid exercises;
- (F) Advises management staff in area concerning their security-related duties and responsibilities;
- (G) Works closely with UNDSS and local authorities; maintains positive and constructive relationships with local security, police, fire and medical authorities;
- (H) Performs such other duties as may be assigned.

**Additional information**

- Possession of a valid driving license;
- Willingness to work beyond regular working hours and respond to emergencies at any time;
- The incumbent may be requested to travel.

**To qualify for this position, you will need:**

- Education** A university degree in a related field;  
Training related to security and safety measures;
- Experience** At least two years of progressively responsible experience in the police, military, security industry or related field.
- Language(s)** Very good command of spoken and written English and Arabic.

### **Desirable Qualifications**

- Practical working knowledge of the UN;
- Formal training in security and safety measures.

### **You will also need to demonstrate the following competencies:**

- Demonstrated organizational and planning skills; ability to meet deadlines and handle multiple activities;
- Proven ability to conduct training;
- Knowledge of security planning and management combined with good technical skills in safety matters and communications equipment;
- Excellent interpersonal skills; ability to establish and maintain working relationships in a multi-cultural environment;
- Proven ability to perform with minimal direct supervision;
- Good report writing skills;
- Good computer skills; ability to operate standard computer software used by the Agency.

### **Conditions of service**

- Basic Salary: Monthly basic salary from \$1259.40; and monthly dependency allowance up to \$123.25.
- Contract Duration: Three years including 1 year probation period.
- Leave: 36 days of annual leave for staff attending UNRWA duty stations with six-day working week. 30 days of annual leave for staff attending UNRWA duty stations with five-day working week.
- Pension: Provident Fund contribution (15% of basic salary paid by the Agency)
- Other conditions of service and benefits may apply.

### **Equivalency**

When the minimum requirements are not fully met, Field Director for Field Area staff and Director of Human Resources for Headquarters Area staff, in consultation with the concerned supervisor may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination

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

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

## 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 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: <https://www.unrwa.org/>

## How to apply

To start the application process, applicants are required to register at <http://jobs.unrwa.ps> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.ps> will be considered. **UNRWA only accepts degrees from accredited educational institutions. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted by e-mail or SMS. No follow up phone calls will be made. Please ensure that the e-mail address that you will indicate in your Personal History Profile is accurate.**

**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.**

## General Information

This vacancy notice is open to internal candidates.

**Only candidates residing in Gaza with authorization to work in Gaza 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.**

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for human rights, for diversity, and for 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.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Date of issue: 31 March 2021