



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



Vacancy Announcement

Disability & Gender Mainstreaming Officer, Grade 14 **(For internal staff only)**

Vacancy Announcement Number	01-04-2020
Deadline for Applications	05 May 2020
Source of Fund	Programme Budget
Contract Type & Duration	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
Department	Gaza Field Office – Relief and Social Services Programme

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.

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 reports to the Field Social Services Officer.

In accordance with established Agency policy and procedures, the ideal candidate:

- Maintains ongoing partnerships/external referral with local, national and international NGOs, relevant host authority's institutions and the private sectors including:
 - Identification of national legislation and policies pertaining to services provided to children, women and persons with disabilities;
 - Identification of national and or international minimum quality standards and quality assurance and monitoring mechanisms;
 - Mapping the qualified/accredited service providers and service directories;
 - Working closely with legal and protection staff for the development of MOUs/agreements;
- Provides technical support to Women's Programme Centers/Community Development Centres'/Community Rehabilitation Centers' staff and volunteers to improve the quality of services provided to children, women, persons with disabilities and the elderly;
- Promotes the participation of women, youth and persons with disabilities themselves and their families and communities to address disability and gender issues with emphasis on their empowerment and social inclusion;
- Coordinates with other RSS social work officers, and relevant UNRWA programmes to facilitate the access of refugee children, women youth, persons with disabilities and the elderly to UNRWA services and develops joint interventions including community based interventions;
- Contributes to the development of the Social Services policies and guidelines, monitoring and evaluation tools; assists in developing field specific manuals, instructions and operational procedures in line with the Social Services Policy and the Gender Equality Strategy;
- Participates in conducting surveys, research and needs assessment to identify problems facing children, women, youth, persons with disabilities and the elderly and provides/recommends appropriate interventions;
- Develops project proposals to promote the participation of women, youth, persons with disabilities and the elderly and monitors their implementation including the financial requirements; keeps track of data trends and prepares all required reporting;
- Performs other duties as may be assigned by the supervisor(s).

Additional information

- The incumbent is required to travel in the Field in performing his/her duties, thus must be willing and qualified to drive an Agency vehicle in the course of duty.

Conditions of service

- Basic Salary: Monthly basic salary from \$1490.30; 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.

To qualify for this position, you will need:

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| Education | University degree in Sociology, Psychology, Disability, Women's and Gender studies or any related discipline. |
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Experience At least four years practical experience in social development, women's in development/gender programmes, rehabilitation of persons with disabilities or closely related discipline including developing and motivating participatory research and institutional capacity building, in governmental, non-governmental or NGOs of which at least two years must be related to women's/gender and disability issues.

Language(s) Good 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. Default managerial competencies may apply. In addition the following functional competencies apply:

- Analyzing
- Applying Technical Expertise
- Relating and Networking
- Learning and Researching

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: 21 April 2020