



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



## Vacancy Announcement

### *Emergency Preparedness and Response Coordinator,*

<b>Vacancy Announcement Number</b>	01-04-2021
<b>Deadline for Applications</b>	02 May 2021
<b>Contract Type &amp; Duration</b>	<b>Individual Service Provider (ISP), 11 months</b>
<b>Department</b>	Gaza Field Office – Office of the Field Director

**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, you will be responsible to the Deputy Director of UNRWA Operations. You are responsible for supporting Gaza Field Emergency Preparedness and Response. You plan, develop and manage the Emergency Preparedness activities of the Gaza Field.

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

- Develops, adapts and maintains existing emergency response procedures for Gaza Field in view of improving Gaza Field response to emergency situations;
- Performs medical evacuation and administrative coordination of the Regional Medevac Center for the Agency staff.
- Ensures that all aspects of GFO's emergency response plan are rigorously implemented, in particular staffing, procedures, resource allocation and logistics support;
- Develops training modules and trains all field staff in emergency response procedures;
- In close coordination with the Emergency Programme's Logistics Officer, manages GFO's stocks of emergency relief items; ensures adequate re-supply and maintenance of such items ensuring that all items meet international standards;
- Liaises and shares best practices with other fields and external actors on emergency response and preparedness issues;
- Performs such other duties as may be assigned.

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

- Education** University degree in a relevant discipline like business administration, public policy, emergency preparedness, or other related discipline.
- Experience** Four years in relevant experience in similar work.
- Language(s)** Excellent Knowledge of written and spoken Arabic and English.

**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:

- Strong leadership skills;
- Demonstrated organizational skills;
- Demonstrated proficiency in programme / project management;
- Strong analytical skills;
- Proficiency in standard computer applications used by the Agency;
- Integrity, professionalism and ability to work under pressure.

**Conditions of service**

- Monthly basic salary: \$1,592.60.
- Contract Duration: 11 months. The contract could be extended up to 28 months or work in any 36-month period.
- The conditions of service and benefits of this type of contract modality will be applied
- Employment for this post might be either on full-time or part-time basis based on the needs. Announcing this modality does not mean that it would definitely be used. It would rather give the Agency the flexibility to use both full time and part time contracts based on the work needs and the personal circumstances or preferences of the staff member.
- Entitled for 1.5 days annual leave and 2 days sick leave per completed month of service.
- 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 and more, 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 on LDC and external applicants.

**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: 18 April 2021