Vacancy Announcement

School Principal, Grade 15
(For internal staff only)

<table>
<thead>
<tr>
<th>Vacancy Announcement Number</th>
<th>02-06-2020</th>
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<tbody>
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<td>Deadline for Applications</td>
<td>23 June 2020</td>
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<tr>
<td>Source of Fund</td>
<td>Programme Budget</td>
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<tr>
<td>Contract Type &amp; Duration</td>
<td>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</td>
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<tr>
<td>Department</td>
<td>Gaza Field Office – Education Programme</td>
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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 is responsible to the Deputy or Chief Field Education Programme, through the Area Education Officer on technical issues and to the Chief Area Office through the Area Education Officer on Administrative issues. S/he is responsible for equitable, inclusive management of all staff assigned his/her school, monitoring and supporting their professional development with the support of education specialist and in cooperation with the deputy school principal, the local community and other stakeholders.

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

- Lead, in cooperation with all professional support cadres, ongoing and relevant professional development for all staff
  - Evaluate the training needs of school staff in line with the School Development Plan and Agency and Field education focus and priorities;
  - Enable and support school-based professional development, including peer support, discussions and training;
  - Facilitate participation in external training as appropriate;
  - Oversee and manage staff professional performance;
- Manage the delivery of quality inclusive education services to all students in the assigned school, in line with UNRWA policies and practices;
- Develop and ensure effective communication mechanisms are in place and utilized to engage parents and the wider community in the provision and monitoring of quality inclusive education for all students;
- Lead on overall installation management, including pupil registration, record keeping and EMIS data entry; ensure appropriate school budgeting, financial management, and resource utilization in line with UNRWA approved policies, processes, and procedures;
- Develop and maintain an inclusive, safe, secure and effective learning environment;
- Ensure school ethos and practices of monitoring and evaluation and formative and summative assessment of all pupils to facilitate inclusive quality education and maximize the potential of all students;
- Perform such other duties as may be assigned.

Additional information

- The incumbent may be required to work beyond the regular working hours.

To qualify for this position, you will need:

**Education**
A university degree from a college or university in an appropriate school related subject plus at least one year of professional teacher training; or
A University degree from a college or university in an appropriate school related subject plus a higher diploma or advanced degree in education.

**Experience**
At least seven years satisfactory teaching experience including a minimum of one year experience as Deputy School Principal.

**Language(s)**
- Excellent command of spoken and written Arabic.
- Good command of spoken and written English.

**Desirable qualification**
- Advanced degree in a related subject; professional training.
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:

- Knowledge of UN values, UNRWA general and education specific rules, policies and practices;
- Commitment to and understanding of education and leadership theories and practices;
- Ability to lead and inspire a school and its community (students, staff and parents);
- Demonstrated ability to communicate both verbally and in writing
- Ability work under pressure and meet target deadlines
- Problem solving and decision making skills;
- Proficiency in the standard PC applications used by the Agency;
- Integrity and positive attitude.

**Conditions of service**

- Basic Salary: Monthly basic salary from $1592.60; 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:


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**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/](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: 09 June 2020