



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



Vacancy Announcement

Registration Assistant, Grade 09 (For Internal Staff Only)

Vacancy Announcement Number	03-01-2020
Deadline for Applications	04 February 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 & 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 Area Registration Officer (ARO) at Area level and to the Field Eligibility and Registration Officer (FERO) at the Field Office level.

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

- Receives, checks and verifies the authenticity of relevant documentation of registration applications presented by registered persons to ensure accuracy of documents before further processing;
- Responds to queries raised by registered persons to issues pertaining to UNRWA's registration in coordination with ARO;
- Reviews and approves registration applications pertaining to registration of new born babies and deletion of deceased persons from registration records;
- Initiates all registration applications concerning registered persons such as births, deaths, transfers, and splitting to ensure a relevant and up-to-date registration system;
- Scans the required documents submitted by registered persons to make sure all necessary documents are in the system;
- Assists FERO and/or ARO in maintaining a computerized registration (database) by entering, amending and retrieving information to ensure effective registration processes and functions;
- Prints and distributes the new registration cards to registered persons/families and collects the old ones (if instructed);
- Maintains index cards sorted for timely access and retrieval;
- Acts for ARO during his/her absence;
- Performs such other duties as may be assigned.

Conditions of service

- Basic Salary: Monthly basic salary from \$860.90; 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 | Post-secondary diploma in Business and office practice or other related discipline. |
| Experience | At least three years of related experience. |
| Language(s) | Working knowledge of spoken and written English and Arabic. |

Desirable Qualifications

- Knowledge of the refugee community and Agency Relief and Social Services activities.

You will also need to demonstrate the following competencies:

- Ability to work under pressure and cope with heavy workload and multiple tasks effectively;
- Knowledge and ability to operate basic computer software & office equipment used by Agency;
- Ability to cope with multiple tasks effectively;
- Good communication skills.

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 January 2020