



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



## Vacancy Announcement

### Area Education Officer, Grade 17 (For internal staff only)

<b>Vacancy Announcement Number</b>	03-06-2020
<b>Deadline for Applications</b>	23 June 2020
<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 – Education Programme

**UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda**

**Applications from qualified women are strongly encouraged.**

**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 to the Chief Field Education Programme on technical matters and to Chief, Area Office on operational issues. The Area Education Officer is responsible for the management of all area Education Specialists, School Principals and Deputy School Principals and schools within his/her area.

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

- Ensures the delivery of quality basic education services to refugee students enrolled at schools in the area so that the academic potential of each child is realized and the overall school academic achievement level is improved; provides technical supervision and guidance to all School Principals and Deputy School Principals within his/her area; develops and maintains a safe and stimulating learning environment within the area through the ongoing development of respect, discipline and morale among Teachers, School Principals, Deputy School Principals, staff, students and parents;
- Manages the performance and behavior of School Principals and Deputy School Principals assigned to schools in their respective area against standards including the development of individual and school goals and objectives, the provision of authoritative feedback and follow-up based on the extent of their achievement and the prioritization of awards and training needs within the schools in his/her area;
- Develops and maintains positive and supportive relationships with the community leaders, NGOs, government institutions and other relevant organizations through effective communication and action as appropriate;
- Oversees the co-ordination of provision of support services (remedial teaching, psycho-social counseling, medical referral and special needs) to under-performing and misbehaving students in his/her area and the liaison between student, teaching staff, support specialists and parents to effectively address issues identified;
- Ensures the effective and efficient administration of the staff, students and premises, equipment and supplies within the schools in his/her area in accordance with UNRWA guidelines; inspects school premises, furniture and other equipment in the schools within his/her area to ensure they are being used in accordance with Agency standards;
- Performs 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:**

<b>Education</b>	An advanced university degree in education or in a subject taught in UNRWA schools.
<b>Experience</b>	At least seven years experience in teaching or instructing in subjects relevant to those taught in UNRWA schools of which at least three years experience as a School Principal in a similar administrative/supervisory capacity.
<b>Language(s)</b>	<ul style="list-style-type: none"><li>• Excellent command of spoken and written Arabic.</li><li>• Good command of spoken and written English.</li></ul>

**Note:** Experience in Hardship duty stations (E), other than Gaza duty station, is counted as double for female candidates.

## **Desirable qualification**

- PhD in education or a related subject;
- Possession of a valid driving license.

## **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:

- Proven skills in management and leadership;
- Ability to establish and maintain effective working relationships with others in team working environment;
- Demonstrated ability to communicate both verbally and in writing;
- Ability to work under pressure and meet target deadlines;
- Problem solving and decision making skills;
- Proficiency in the standard PC applications used by the Agency.

## **Conditions of service**

- Basic Salary: Monthly basic salary from \$1825.40; plus a senior professional officer allowance 35% of basic salary 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: 09 June 2020