



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



## Vacancy Announcement

### **Paralegal, Grade 11** **For Internal Staff Only**

<b>Vacancy Announcement Number</b>	03-07-2021
<b>Deadline for Applications</b>	22 July 2021
<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 – Office of DUA - Legal Office

**Note: in accordance with the staff selection guidelines-Implementation of Restructurings in GFO approved by DUO, G in July 2017, fully qualified internal staff from Legal Office will receive priority consideration**

**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.**

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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 reports to the Head, Field Legal Office (P4).

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

- Prepares legal correspondence for the Field Legal Office, including on all misconduct cases, which are strictly confidential; works closely and liaises with the Front Office, Field Legal Office, Field Investigation Unit and Department of Internal Oversight Services (DIOS) and provides them with advice regarding prepared correspondence and other related matters; drafts Misconduct Investigation Terms of Reference and Preliminary Assessment Terms of Reference for the attention of the Director of UNRWA Affairs, Gaza;
- Closely monitors misconduct cases and maintains an up to date database and/or filing system for such cases; related responsibilities include: (a) verifying, checking, entering and extracting data; (b) ensuring case files are up to date; and (c) producing reports as required; provides data on Sexual Harassment and Sexual Exploitation and Abuse (SEA) misconduct cases; provides data on all disciplinary measures imposed due to misconduct to the Human Resources Department; assists in providing reports and updates in regards of breach of neutrality misconduct cases on an annual basis and upon request, including requests from the Executive Office;
- Arranges meetings and provides administrative and logistical support, as required;
- Provides ad hoc translation and interpretation in English and/or Arabic for the Field Legal Office, the Front Office or DIOS when needed;
- Reviews evidence and provides analysis of investigation reports and, upon instruction of the Head, Field Legal Office, assists in drafting correspondence related to misconduct cases, including letters to Subjects and Complainants, opportunity to response letters, misconduct determination letters and financial debts letters or response letters to financial debts complaints;
- Performs other duties as may be assigned by the supervisor(s).

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

<b>Education</b>	Successful completion of full secondary education; Two years diploma in business and office practice, humanities, or a related discipline. Ability to operate a PC using word processing, spread sheets, and database applications.
<b>Experience</b>	At least five years of experience in an administrative role or as a legal secretary, including experience in an international or large commercial organization.
<b>Language(s)</b>	Good knowledge 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:

- Coping with Pressure and Setbacks
- Relating and Networking
- Planning and Organizing
- Following Instructions and Procedures

## Conditions of service

- Basic Salary: Monthly basic salary from \$1164.30; 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 (15.2% 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 <https://gfoportal.unrwa.org/Jobs/> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <https://gfoportal.unrwa.org/Jobs/> 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: 08 July 2021**