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

UNRWA is a United Nations agency established by the General Assembly in 1949 and is mandated to provide assistance and protection to a population of some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. UNRWA is funded almost entirely by voluntary contributions. UNRWA is the largest UN operation in the Middle East with more than 30,000 staff. For its international team, UNRWA is seeking to employ a qualified:

Special Assistant to the Director of UNRWA Affairs

Vacancy Announcement Number	13-FO-SA-10
Grade	P-3
Deadline for Applications	30 March 2013
Duty Station	Damascus, Syria

Under the overall supervision and guidance of the Director of UNRWA Affairs, Syria, the incumbent will be responsible for providing advice and assistance on a range of issues directly connected to the Field Office. In accordance with the established Agency policy and procedures, the incumbent will:

Primary Duties and Responsibilities

- Draft and coordinate documents' preparation on operational, programme, project and policy issues for Syria Field, including documents relating to the UNRWA component of the Syria Humanitarian Assistance Response Plan (SHARP); provide the Syria Field Office (SFO) senior management, HQ and other UNRWA and external interlocutors with written and oral briefings on these issues; oversee the drafting and preparation of various reports issued by SFO for submission to UNRWA HQ, including monthly reports and security updates;
- Assist the Field Director and SFO senior management in developing management policies and in achieving the effective management of Syria Field operations, projects and staff safety issues, including the implementation of the SHARP; support the Field Director and his/her Deputies in promoting

and maintaining productive relationships with the Ministry of Foreign Affairs and Expatriates and other counterparts in the Government of Syria, GAPAR, SFO staff, refugees and donors;

- Keep abreast of issues relevant to UNRWA and Palestine refugees in Syria, including the geo-political context and regional dynamics; advise the Field Director and SFO senior management on these issues; contribute to discussions on strategic questions and choices facing SFO;
- Provide substantive support to the Field Director and SFO senior management in preparing internal and external meetings within UNRWA, in the inter-agency context, and internationally; ensure rigorous follow-up on action points emerging from meetings attended by the Field Director and Deputies of the Field Director;
- Maintain a high level of awareness regarding programme and operational developments in the Syria Field and bring to the attention of the Field Director matters requiring senior management attention; receive, on behalf of the Field Director, Palestine refugees, external interlocutors, and other stakeholders and ensure prompt follow-up to the issues they raise;
- Represent the Field Director and his/her Deputies of the Field Director at inter-Agency and other forums in Syria and regionally.

Professional Knowledge and Experience

- A university degree in public/business administration, management, political or social science or other related field;
- At least six years of professional work experience in the specific sector of responsibility or related areas, two of which should have been at international level;
- Experience in computer applications including internet, word processing, spreadsheets and database;
- Excellent command of written and spoken English.

Competencies

- Ability to establish and maintain effective working relationships with others in team environment and with people of diverse backgrounds, culture and nationalities and with NGOs, academia, private sector and government departments;
- Ability to develop clear goals and identify priority activities and assignments;
- Ability to research and produce reports; excellent report/draft writing skills;
- Proven critical thinking, creativity, innovative and analytical skills.

Desirable Qualifications

- Knowledge of Arabic;
- An understanding of political, social and economic issues in the region.

Equivalency

When the minimum requirements are not fully met, the Director of Human Resources may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualification, 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.

Additional Information

- The incumbent will be required to travel in UNRWA's areas of operation.

Conditions of Service

UNRWA offers an attractive compensation package including annual salary starting at **$60,091** net tax free with dependants or **$56,091** single, plus **post adjustment** of **46.6%** (subject to change without notice). Other benefits, subject to eligibility, include education grant, dependency allowance, home leave, pension fund, health insurance and 6 weeks of annual leave. Syria is currently a non-family duty station. Staff members based in Syria are entitled to additional benefits, subject to eligibility, including Extended Monthly Security Evacuation Allowance, danger pay and R&R leave, currently every 6 weeks (according to the UN classification of the duty station) but subject to change without notice. The contract length will be determined according to the availability of funding at the time of appointment.

How to Apply

To start the **application process**, applicants are required to register at http://jobs.unrwa.org by creating a personal profile and completing **UNRWA Personal History Form.** Please note that UNRWA only accepts degrees from accredited educational institutions. **Only applications received through** http://jobs.unrwa.org **will be considered.** Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted.

UNRWA does not charge a fee at any stage in the recruitment process.

General Information

UNRWA encourages applications from qualified and experienced women.

UNRWA welcomes applications from qualified candidates with disabilities.

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.

Date of issue: 28 February 2013/CF