



**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:

Head, Advisory Commission Secretariat

Vacancy Announcement Number	12-HQ-JR-63
Grade	P-5
Deadline for Applications	28 November 2012
Duty Station	Jerusalem

Reporting to the Director of External Relations and Communications, the Head, Advisory Commission Secretariat is a senior managerial post responsible for supervising the Advisory Commission Secretariat. In accordance with UNRWA policy and procedures, the incumbent will:

Primary Duties and Responsibilities

- Serve as the principal responsible facilitator between UNRWA and the Advisory Commission; in particular, the incumbent will:
 - Steer the substantive preparations of the Advisory Commission's sessions, safeguarding the Agency's interests and gauging the positions of the various Government stakeholders to ensure a consensual result favourable to UNRWA;
 - Navigate within a complex array of differing political approaches and positions in the interest of the Agency; analyse the Agency's input into the Advisory Commission discussions with a view to ensure adequate quality, coherence within Agency policy, and the level of support or critique expected from stakeholders;
 - Ensure that the documents submitted by the Agency are edited to high standards and are in line with the branding guidelines;
 - Manage the preparation of and coach Agency interlocutors scheduled to make presentations to the Advisory Commission;

- Ensure that the Secretariat supports the Bureau of the Advisory Commission, in particular by promoting dialogue and common understanding of issues facing the Advisory Commission; by supporting the Bureau's efforts in facilitating transparent decision-making; and by supporting the Bureau in preparing for and organizing the Advisory Commission Meetings;
- Organize the Hosts and Donors Meeting(s) (HDM) in close coordination with the Commissioner-General;
- Ensure that the Secretariat supports the Subcommittee(s) of the Advisory Commission;
- Manage and coordinate with various internal and external parties, in relation to organizing the meetings of the Advisory Commission, the Subcommittee(s) and the HDM;
- Encourage the Advisory Commission to become a tool of advocacy for the Agency.

Professional Knowledge and Experience

- Advanced university degree in social or political science, international relations, humanities, development studies, public service management or other related field;
- At least 10 years of progressively responsible experience, including experience at a supervisory level at the international level, in large public, international or non-governmental organizations or in a foreign service involving policy formulation, international relations, conference services and project management. At least four of the 10 years should have been in donor relations and/or aid coordination;
- Excellent command of written and spoken English;
- Working knowledge of French and/or Arabic.

Competencies

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect of diversity;
- Positive attitude and strong analytical, interpersonal skills;
- High levels of political and organizational awareness;
- Proven ability to exercise initiative;
- Demonstrated competence in communication and negotiation and at a high level;
- Presentation skills;
- Excellent drafting abilities;
- Judgment: Proposes a course of action or makes a recommendation based on all available information;
- Planning and organization: Develops clear goals based on agreed strategies;
- Results driven: Takes initiative, persists at tasks and pursues completion of objectives.

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 may be required to travel frequently throughout the Agency's area of operations: Jordan, Lebanon, the Syrian Arab Republic, the West Bank and Gaza.

Conditions of Service

UNRWA offers an attractive compensation package including annual salary starting at **\$86,904** net tax free with dependants or **\$80,734** single plus **post adjustment** of **52.3%** (subject to change without notice). Other benefits, subject to eligibility, include education grant, dependency allowance, home leave, pension fund, health insurance, and 6 weeks annual leave. All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Initial contract is for one year, with the possibility of further extensions subject to the availability of funds and the continuing need for the post.

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: 30 October 2012/LF