


<h1>Advertisement</h1>		
Junior Professional Officer		
Special Assistant to the Director of Human Resources		
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)		Closing date: 17 February 2019
I General information		
Title:	Special Assistant to the Director of Human Resources	
Sector of Assignment:	Department of Human Resources at Headquarters/Amman	
Country:	Jordan	
Location (City):	Amman	
Agency:	United Nations Relief and Works Agency (UNRWA)	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years	
Grade:	P2 step 1 in the first year, or P1 step 1, depending on the level of education and relevant working experience	
<p>Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:</p> <p>http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf</p> <p>Nationals of the country of assignment, Jordan are not eligible to apply.</p> <p>For criteria see the website of Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties		
General		
Is responsible for providing substantive managerial, coordination and organizational support to the Director of Human Resources (DHR).		
<i>Management Support, Coordination and Liaison</i>		
Summary of duties		
<ul style="list-style-type: none"> Providing support and assistance to the DHR in the day-to-day performance of his/her management, coordination, supervision and leadership functions, which encompasses the full spectrum of functions and tasks of the DHR; 		

- Contributing to the timely flow of information to, from and within the office of DHR and the rest of the Agency. Tasks are often of an urgent nature requiring simultaneous actions in coordination with multiple counterparts;
- Liaising with various Divisions to coordinate input for high level inter-agency activities (such as the CEB) and UN mandated reporting;
- Acting as Secretary to the Advisory Committee on Human Resources (ACHR) including conveying decisions of the Commissioner-General, keeping records of the ACHR, following up on the implementation of ACHR decisions, preparing the Agenda of the committee, liaising with members and ensuring the proper conduct of meetings, supporting the chairperson as required in taking notes, providing background information and preparing minutes of meetings.

Reporting and Communication:

Summary of duties

- Assisting the DHR in tracking and following up on issues raised by internal stakeholders to the Executive Office, Acting as focal point for Audit activities;
- Drafting and coordinating the preparation of documents on various HR issues and providing the Director with regular written and verbal briefings;
- Assisting the DHR in developing background materials and briefing notes related to the Agency's service delivery, programme planning and operations and advocacy.
- Acting as focal point for providing information to other UN agencies on UNRWA HRD activities, organizational statistics and other general topics, as may be requested

Analyzing, Searching, and Organizational Support

Summary of duties

- Providing substantive and organizational support to the DHR in preparing internal and external meetings on a range of issues (including governance/decision-making meetings, management meetings, coordination meetings, UN meetings, stakeholder meetings, donor and host country meetings, etc.), including preparation of agendas, schedules, briefing notes, minutes and action points. This includes preparing inputs to correspondence (with high ranking state officials and senior staff of UN and other international bodies), policy memoranda, management guidance and other sensitive communications, as well as relevant liaison with UNRWA HQ Departments and Field Offices;
- Keeping abreast of key issues facing UNRWA and Palestine refugees.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Planning and organizing skills. Ability to plan and organize processes and people in an environment requiring high levels of tact and diplomacy as well as confidentiality;
- Excellent communication skills, including excellent drafting ability;
- Creating and innovating. Interest and willingness to innovate and establish best practices;
- Coping with Pressure and Setbacks. Ability to work under pressure and to deal with competing demands, and unforeseen events and requirements;
- Knowledge and understanding of the Palestine refugee situation in the political context of the Middle East;

The JPO training programme includes the following learning elements:

- The JPO will be exposed to the full spectrum of UNRWA operations at the Human Resources Department and planning levels, providing the opportunity to understand the Agency's purpose, structure and implementation in an international and cross-cultural setting.

- Learning activities--largely undertaken in the course of the work--will focus on knowledge of UNRWA human resources processes, staffing issues, needs and UNRWA's structure in all five fields of operation (Jordan, Lebanon, Syria, West Bank and Gaza Strip), ensuring that decisions taken by the Director of Human Resources are implemented and that information is properly and timely collected, analysed and shared.
- Upon completion of the assignment, the JPO will have been exposed to the full spectrum of human resources activities, such as HR management, HR policies development and implementation, HR practices and guidelines;. The incumbent will learn what research and information are relevant to support the implementation of UNRWA's human resources strategy and management; what governance structures are the most effective; how to effectively run meetings and communicate with a range of stakeholders; and how the largest UN humanitarian agency in the Middle East operates. The incumbent will observe and learn how decision-making in UNRWA is prepared and implemented.
- There will be orientation briefings upon arrival at the duty station, focusing on:
 - a. UNRWA organisational needs and structures with respect to HQ and the Fields;
 - b. Ethics, the humanitarian principles including neutrality, and safety and security;
 - c. JPO's specific TOR; and
 - d. UNRWA human resources management expectations.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Director Of Human Resources Department

Content and methodology of supervision:

The JPO will be part of the team of colleagues working in the Department of Human Resources at Headquarters Amman (HQA), and will therefore receive regular and daily supervision from the Director and Chiefs of Human Resources Department through meetings and feedback sessions. The duties and responsibilities of the Director and the Chiefs will form part of the annual work-plan of the human resources team with specific assigned tasks and expected outcomes, the performance of which will be monitored through medium term evaluations sessions. The JPO will report directly to the Director of Human Resources Department.

Mid-term (6monthly) review of progress against work plan and annual Performance Evaluation

V Required Qualifications and Experience

Education:

Master degree or equivalent in human resources, management, law, business or public administration, or a related field

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience :

Two to maximum of 4 years relevant working experience, related to Human Resources Management, preferably in an international, large commercial or governmental organization

All paid work experience since obtaining Bachelor's degree will/can be considered.
Unpaid internships and voluntary work cannot be considered as a working experience.

Languages: Excellent command of written and spoken English. Knowledge of Arabic is desirable.

Key competencies

- Planning and Organizing skills;
- Working with people, team work;
- Analyzing and sound judgement;
- Excellent communication skills;
- Coping with pressure and setback.

VI Background information on Agency/Department/Section

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.

The Department of Human Resources consists of two main Divisions, namely the Planning, Policy, Learning and Staff Wellbeing Division, tasked with workforce planning, development of HR policies, admin. law, learning and staff wellbeing; and the Operational Services Division, in charge of recruiting the workforce (international staff, HQ area staff, complementary personnel) and managing it, through the provision of a variety of administrative services. In addition to the two main Division, the Organizational Design and Compensation Section performs functions related to post classification, review of organizational structures, management reforms, salary scales and related allowances. The DHR's Office plays a general coordination and reporting role, and manages the ACHR process.

For more details on UNRWA, please visit: <https://www.unrwa.org/>

VII Information on living conditions at Duty Station

Amman is a family duty station (Security Level: Low - 1). According to the assessment of the UN Department of Safety and Security there are no specific security threats. Amman is an easy and modern city to live in, offering excellent living conditions. It has an advanced healthcare system, is close to several tourist destinations, and is serviced by an international airport.

Transportation: Jordan residents use cars to travel within Amman, and between the capital and neighbouring cities. Taxis are inexpensive and readily available. Buses operate within Amman and between Amman, the Dead Sea resorts, Aqaba and Wadi Rum. Several international airlines offer daily services between North America, Europe, Middle Eastern countries and the Far East

Schooling: Jordan offers a wide variety of international primary and secondary education options including the US, British and French systems, as well as bilingual Arabic-English domestic programmes.

Housing: A wide range of housing options exist in Amman. Luxurious private villas as well as large to small apartments are available, either furnished or unfurnished. Generally, apartments are found through agents, personal reference or strolling through desired neighbourhoods looking for “for rent” signs.

Living in Amman: Modern grocery shopping centres, full service malls and movie theatres are readily accessible. There are numerous fitness centres and several clubs that offer gyms, swimming, playgrounds and other amenities.

Spouse Employment: Finding employment in Amman, Jordan is generally difficult given the refugee influx and other socio-economic elements

VIII How to apply

Please click

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=20506&hrs_jo_pst_seq=1&hrs_site_id=2

to apply through the UNDP e-recruit platform.

Applicants will receive acknowledgement of receipt of their submission.

Only shortlisted candidates will be contacted.