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Junior Professional Officer		
<i>Special Assistant to Director of UNRWA Affairs, Lebanon</i>		
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 Director of UNRWA Affairs, Lebanon	
Sector of Assignment:	Office of the Director of UNRWA Affairs, Lebanon	
Country:	Lebanon	
Location (City):	Beirut	
Agency:	United Nations Relief and Works Agency (UNRWA)	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years	
Grade:	P2 step 1 in the first year	
<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 PEOPLE WITH THE DUTCH NATIONALITY.</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 and responsibilities		
The JPO will work at the core of the top management of the Office, learning about a wide range of issues both external and internal. It is an experience which will positively reflect on the JPO's skills and qualifications.		
Advisory and liaison role		
Summary of duties/tasks		
<ul style="list-style-type: none"> • Keeping abreast of key political and other developments relating to UNRWA's work in Lebanon and advising the Director accordingly; • Liaising with UNRWA HQs and other UNRWA Offices on policy, planning, programme, internal reporting and other organizational matters including management meetings and other processes relevant to the Director's work; • Liaising with UNSCOL, UNCT and individual UN agencies in Lebanon on matters relevant to the Director's Office; • Representing the Director as appropriate. 		
Communications, briefings and other outputs		

Summary of duties/tasks

- Drafting briefings, letters and other documents for the Director on a range of topics, liaising with relevant managers and other staff;
- Ensuring the preparations and reviewing the content and style of letters, briefings, talking points, regular and ad hoc reports and other documents for internal and external use, ensuring compliance with the Director's guidance and Agency's guidelines to ensure outputs are timely and of appropriate quality;
- Preparing agendas and taking notes of internal and external meetings, accompanying for this purpose the Director where needed, and occasionally supporting the Deputies, and disseminating such notes as necessary.

Camp and other official visits

Summary of duties/tasks

- Overseeing preparations of refugee camp and other visits involving the Director and / or donors or other guests. In this regard, act as the focal point in coordination with relevant departments and Area staff, ensuring the preparation of itineraries, meetings and briefing packages, and participating in such visits as appropriate.
- Keeping abreast of camp visits by other UN agencies and other actors not involving UNRWA's participation, liaising with them as appropriate.

III Training component: Learning elements and expectations

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

- Management skills in large-scale, complex humanitarian/developmental international organizations.
- Better understanding of the UN System, UN rules and regulations, UNRWA's mandate and roles, etc.
- Conditions of Palestine refugees in Lebanon: Through his/her daily work, meetings and field visits the incumbent will gain first hand understanding of the complexity of the Palestine refugees' situation in Lebanon, the dire socio-economic conditions Palestine refugees live in and all the services offered by UNRWA to address, as much as possible, their needs.
- Excellent communication skills, including excellent drafting ability;
- Planning and organizing skills.

The JPO training programme includes the following learning elements:

- UN policies
- Humanitarian issues including conflict/crisis areas.
- Refugee issues
- There will be orientation briefings upon arrival at the duty station.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Director of UNRWA Affairs, Lebanon

Content and methodology of supervision

Working under the daily supervision of the Director of UNRWA Affairs in Lebanon (DUAL), the Special Assistant will provide day-to-day support to the DUAL in implementing UNRWA's mandate in Lebanon. His/her duties will be assigned by the DUAL on a daily basis. The Special Assistant must be flexible, be able to respond to urgent requests, and must also be able to manage a number of long- medium- and short-term tasks.

Regular meetings and direct guidance.

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

V Required Qualifications and Experience

Education:

Master's degree or equivalent in law, political or social science, management, public/business administration, or other 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

Working experience:

Two to maximum of 4 years of relevant professional work experience, of which two should have been at international level.

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 and/or French is desirable.

Key competencies

- Outstanding organizational skills, juggling multiple tasks under pressure, being flexible and setting own priorities within the guidance received;
- Outstanding diplomatic and communications skills, to ensure tactful but firm approaches and maintaining excellent working relationships with senior staff and others of diverse cultural and other backgrounds;
- Excellent analytical and critical thinking skills;
- Excellent drafting skills and excellent ability to reviewing other's outputs to ensure compliance with quality standards in terms of content and presentation;
- Commitment to confidentiality;
- Proficiency in IT (word processing, etc)

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.

UNRWA is the main responder to the needs of Palestine refugees in Lebanon and implements a number of programmes and project of a public-service nature.

UNRWA's Lebanon operations are managed by the Director of UNRWA Affairs – a “D-2” post in the United Nations system. The DUAL carries out these responsibilities with the direct assistance of two Deputies, one Personal Assistant and a Special Assistant.

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

VII Information on living conditions at Duty Station

Lebanon is a family duty station according to the assessment of the UN Department of Safety and Security.

Beirut is a modern city to live in and generally safe to live in. It has an advanced healthcare system, is close to several tourist destinations, and is serviced by an international airport.

Schooling: Lebanon offers a wide variety of international primary and secondary education.

Housing: Accommodations are available with different levels; hotels of all types are available in Beirut and its surroundings while choices are limited in the other main cities. Furnished apartments are not difficult to find but they are relatively expensive depending on the location.

VIII How to apply

Please click

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=20502&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.