UNRWA is the United Nations agency responsible for the protection, care and human development of a population of some 4.6 million Palestine refugees living in the Gaza Strip, the West Bank, Jordan, Lebanon, and the Syrian Arab Republic. The Agency is committed to assisting Palestine refugees in maintaining a decent standard of living, acquiring appropriate knowledge and skills, enjoying the fullest possible extent of human rights, and leading a long and healthy life. UNRWA is by far the largest UN operation in the Middle East with over 29,000 staff. Most of the staff members are refugees themselves, working directly to benefit their communities – as teachers, doctors, nurse or social workers.

**Border Monitoring and Reporting Officer (Protection)**

**Location**
Beqaa Area

**Type of Appointment**
International contractor

**Deadline for Application**
12 February 2016

**Vacancy Announcement Number**
999/2016

**Department/Division**
Office of the Director - Protection Unit

### MAIN RESPONSIBILITIES

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

(A) Monitor and provide verbal and written reports on population flow of Palestine refugees from Syria (PRS) to Lebanon and from Lebanon to Syria;

(B) Intervene with Lebanese authorities at the border and negotiate locally on behalf of UNRWA on protection issues as required;

(C) Communicate with PRS newcomers at the border to explain UNRWA services and answer protection concerns whether through ad hoc and one-on-one discussions and/or interventions;

(D) Supplement the protection work of the Operations Support Officers team in Beqaa area;

(E) Maintain and reinforce referral pathways with other protection actors, and monitor to ensure referrals are followed up and adequate responses to protection concerns are met;

(F) Ensure a proper analysis and report the information collected through existing reporting mechanisms of the Operations Support Officers team;

(G) Ensure information on services provided by UNRWA and other service providers to PRS are disseminated internally and externally;

(H) Represent UNRWA in protection working group meetings in Beqaa and other meetings with relevant stakeholders and act as UNRWA area focal point for the referral of protection activities;

(I) Stay abreast of humanitarian, political, social, economic, and cultural developments affecting PRS;

(J) Closely follow up the humanitarian situation of PRS hosting communities, especially Palestine Refugees in Lebanon (PRL);

(K) Perform other duties as required.

### PERSONAL & PROFESSIONAL COMPETENCIES

**(A) Academic and Professional**

A University degree from an accredited educational institution (Master degree strongly desirable), in political science, sociology, law, international law/international studies and/or relations, public administration, journalism or related field;

**(B) Experience**

i) Minimum five years of relevant work experience in humanitarian affairs, inter-agency coordination or refugee/Internally displaced persons (IDP) affairs in a UN agency, international non-governmental organizations, or human rights organisation, including one year of Field experience.

ii) Demonstrated experience with protection issues in an emergency setting.
(C) Language

Demonstrated oral fluency in Arabic and English and good Arabic reading skills.

(D) Skills and Competencies

i) Valid driving license with willingness to drive Agency vehicle in the Beqaa/Border Area;
ii) A commitment to UN values of non-discrimination on the basis of race, gender, economic status, or religion;
iii) Ability to remain calm in stressful situations;
iv) Excellent interpersonal skills and ability to establish and maintain effective partnerships and work collaboratively with UNRWA staff, partners and local authorities to achieve common goals;
v) Capable of working independently with minimum supervision;
vi) Excellent analytical skills underpinned by thorough understanding of protection principles and refugee law;
vii) Ability to identify humanitarian-related issues and proactively provide relevant and actionable information on PRS and protection concerns;
viii) Excellent written communication skills and ability to draft/edit a variety of reports, studies and other correspondence in English;
ix) Articulate, politically aware while remaining impartial and discreet at all times;
   Ability to work flexible hours;
x) Proven computer literacy.

DESIRABLE QUALIFICATIONS

i) Knowledge of UNRWA’s operations in Lebanon;
ii) Experience of working with Palestine refugees;
iii) Experience of field reporting systems.

CONDITIONS OF SERVICE

Salary: As per relevant scale
Contract Duration: 12 months (Extendable upon availability of funds)

EQUIVALENCY

Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered.

GENERAL INFORMATION

UNRWA is an equal opportunity employer and welcomes applications equally from men and women.

- It is Agency Policy to give full consideration to qualified disabled candidates whose disability does not impact their ability to perform the duties and responsibilities of the post.
- Priority will be given to fully qualified registered Palestinian refugees.
- Prior to the commencement of services, the consultant shall confirm and acknowledge in writing, and provide proof of the existence of, self-procured adequate private insurance against medical, disability and accident for the duration of the contract.

As a member of the United Nations system, UNRWA maintains a close relatives’ policy. In this regard, if a candidate has a close relative (mother, father, brother, sister, son or daughter) who is already employed by the Agency, he/she can only be employed if the Agency is unable to find another suitable candidate.

UNRWA staff members with fixed term appointments may not be considered for any consultant/contractor position while in service. Candidates who are no longer employed by the Agency must have a minimum of 3 months break in service before they apply to any consultant/contractor positions.

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 staffs are expected to uphold these values in all activities, 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 working environment.

الأونروا هي منظمة تابعة للأمم المتحدة، وهي منظمة تفترض من موظفيها والالتزام بأعلى معايير الاستقامة والمهياء والنزاهة، ويشمل ذلك احترام مبادئ حقوق الإنسان واحترام التنوع وتبني الوسائط غير العنيفة في حل كافة أشكال النزاعات. وتشترط من موظفي الأونروا أن يقوموا بدعم هذه المبادئ في كافة الأوقات، سواء في أماكن العمل أو خارجها. إن أولئك الأشخاص الذين يتمتعون بالالتزام الكامل وغير المشروط بهذه المبادئ هم فقط الذين ينبغي أن يقدمو بطلانيتهم للعمل لدى الأونروا. الأونروا هي بيئة عمل لا يسمح فيها بالتدخين.
TECHNICAL & PRACTICAL TESTS REQUIRED

- Written technical test 50%
- Interview 50%

INTERVIEW
Short-listed candidates will be invited to interview (100%).

HOW TO APPLY
If you have the skills and experience required above, and want to make an active and lasting contribution to improving the lives of Palestine refugees, then register on http://jobs.unrwa.org by creating a personal profile and completing the UNRWA Personal History Form. Only applications received through this website will be considered and the system will not allow applications after the deadline. Please note that UNRWA only accepts degrees from accredited educational institutions. Candidates may also be invited to take a technical exam in order further evaluate their qualifications for the post. *Due to a high volume of applications received, only short-listed applicants will be contacted.* The United Nations does not charge a fee at any stage of the recruitment process. The United Nations does not concern itself with information on bank accounts.

For any queries please send an email to: recruitmentquestions@unrwa.org. Please apply as requested above, do not send your CV To this email address, all cvs sent to this email address will be automatically ignored.

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