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, nurses or social workers.

**Human Resources Assistant B**

**Location** Lebanon Field Office  
**Type of Appointment** Fixed Term – Project Funded (Six months)  
**Roster** (5 persons)  
**Deadline for Application** 01 June 2014  
**Vacancy Announcement Number** 30/2014  
**Grade** 09  
**Department/Division** Human Resources Department

**MAIN RESPONSIBILITIES**

In accordance with Agency policy and procedures, the incumbent:

(A) Checks various human resources records forms and tables for accuracy and initiates corrective action, as required; maintains and updates such records and other files and follows up, as necessary, and reviews documents and certificates as related to his/her section;

(B) Drafts routine correspondences, Personnel Action Forms and other forms; collects and compiles information from files and prepares or assists in preparing and updating routine statistical and other periodic reports related to the functions of the relevant division/section;

(C) Maintains Temporary Assistance and Casual employees’ files and periodic evaluation reports for staff in his/her division/section;

(D) Receives, registers and distributes incoming mail and dispatches outgoing mail; attends to the reproduction, collation and stapling of various documents and materials;

(E) Enters data on Human Resources Management (HRM) and Payroll System;

(F) Relieves his/her counterpart(s) in other divisions/sections;

(G) Performs such other duties as may be assigned.

**PERSONAL & PROFESSIONAL COMPETENCIES**

(A) **Academic and Professional**

(i) Successful completion of full secondary education;

(ii) Two year post secondary diploma in business and office practice or any other related discipline.

(B) **Experience**

At least three years of relevant experience in administrative or clerical work.

(C) **Language**

Good command of spoken and written English and Arabic.

(D) **Competencies**

(i) Demonstrated computer skills; good knowledge of databases, spreadsheets and other applications used by the Agency;

(ii) Basic drafting skill in English;

(iii) Good work organizing skills;

(iv) Ability to work under tight deadlines and manage competing priorities;

(v) Ability to work under pressure;

(vi) Good interpersonal skills;

(vii) Ability to maintain confidentiality.

**DESIRABLE QUALIFICATIONS**

Knowledge of UNRWA’s Staff Rules and Regulation.
ADDITIONAL INFORMATION
Willingness to work beyond working hours.

CONDITIONS OF SERVICE
Salary: Monthly basic salary L.L 1,656,612.-
Contract Duration:
- To fill one post for Six months - Fixed term – project funded (Extendable according to availability of Funds) at Lebanon Field Office.
- To establish a roster of five persons at Lebanon Field Office
Dependency allowance: Dependent spouse: L.L 60,000 per month     Dependent child: L.L 33,000 per month
Pension: Provident Fund contribution

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

RECRUITMENT PROCESS
The Recruitment process is based on the Agency’s strategy to obtain the best qualified and suitable employees through a competitive recruitment process. After the deadline for receiving applications, all applications will be reviewed by the Human Resources Office and the Hiring Department. Only Short-listed candidates who fully meet the required criteria shall be contacted and undergo technical/practical tests and the candidates with the highest passing scores will then be invited to interview (see "Technical and Practical Tests Required" below). The final recommendation for selection is based on the test results, interview assessment, Agency priorities and needs and the candidates’ profiles. For all posts, the weight allocated for the technical/practical tests (listed below) is 60% and for the interview is 40%.

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 who disability does not impact their ability to perform the duties and responsibilities of the post.

Referring to PD A/2/REV.4 – 3.1.2, para. (b), which states that staff members, with indefinite appointment who are applying for this post, may return to their original posts, or to similar posts, if those posts will exist and are vacant. This reassignment shall be made at the staff members’ former grade level. However, the step level will be adjusted to account for the number of years in the fixed-term post. Otherwise, their status will be governed by the relevant provisions of Personnel Directive A/9 on Redundancy.

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 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 working environment.

Where there are two or more equally qualified candidates, selection preference will normally be given to internal candidates, Palestine Refugees and candidates of the under-represented gender. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

As an Area post, preference will be given to local candidates already based in the duty station of the post.

TECHNICAL & PRACTICAL TESTS REQUIRED
Short-listed candidates will sit for two tests:
- Technical test (100%).
- Computer test (Pass/Fail), which includes (Intermediate Level: MS Word 2003 and MS Excel 2003).

The top 15 scoring candidates in the technical test given that (i) none have scored less than 50%, and (ii) none have failed the computer test, will be invited for an interview.
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](http://jobs.unrwa.org) by creating a personal profile and completing the UNRWA Personal History Form; it is the responsibility of the candidates (internal and external) to make sure that their Personal History Form is duly completed with the needed information before they apply as amendments to the Form will not be accepted after the deadline of the vacancy announcement. 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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