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.

**Education Specialist (Lower Elementary) (2 posts)**

**Location**
Tyre Area – North Lebanon Area

**Type of Appointment**
Fixed Term – Project Funded (contract duration is based upon availability of funds)

**Deadline for Application**
04 December 2013

**Vacancy Announcement Number**
84/2013

**Grade**
13

**Department/Division**
Education Department

**MAIN RESPONSIBILITIES**
In accordance with Agency policy and procedures, the incumbent:

(A) Supports schools and assists teachers directly through team/model, co-teaching (plan, teach, and evaluate a lesson with the teacher seeking assistance), and class room observation. Provides, explains, and demonstrates instructional resources and materials, and monitors the implementation of up-to-date equitable inclusive quality teaching methods and techniques at all schools he/she supports;

(B) Supports schools and teachers in continuing professional development and school-based teacher development programs, and advises on developing and implementing comprehensive, professional development plans that are aligned with teachers’ competencies, applying a coherent model of support, adult learning strategies and appropriate models of technical support and research based practices;

(C) Assists and advises the Head Teachers/School Principals in setting, implementing and evaluating their School Development Plan, and coordinates continuing professional development needs for all schools he/she supports to enhance school ethos and ensures that the needs of the schools are met;

(D) Provides support in curriculum analysis and enrichment to meet the new curricular challenges and innovations and the different aspects of inclusive education and advises on identifying appropriate teaching and learning tools, materials and resources to ensure that the needs of all students, teachers and schools are met;

(E) Works as a team member and assists on quality assurance implementation to enhance inclusive educational services against set standards and performance indicators for improving quality of schools;

(F) Supports teachers and schools in assessing and analyzing students’ achievement by identifying different strategies for all learners in order to improve the quality of teaching and learning;

(G) Participates in preparing for interviewing and selection of candidate for teaching posts to ensure criteria applied, and the most qualified and capable teachers are hired; assists Head Teachers/School Principals in the performance management of teachers in relation to technical aspects;

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

**PERSONAL & PROFESSIONAL COMPETENCIES**

(A) **Academic and Professional**

i) A University degree from a college or university recognized by UNRWA in the subject to be supported (any school related subject) plus at least one year of professional teacher training; or

ii) A University degree from a college or university recognized by UNRWA in the subject to be supported (any school related subject) plus a higher Diploma or advanced degree in education;

(B) **Experience**
At least eight years satisfactory teaching experience in the subject he/she will support.

(C) **Language**

i) Excellent command of spoken and written Arabic;

ii) Good command of spoken and written English.
(D) Competencies
i) Knowledge of educational theories and good practices, and teacher/school development;
ii) Ability to establish and maintain effective working relationships with others in a team working environment;
iii) Demonstrated ability to communicate both verbally and in writing;
iv) Ability to work under pressure and meet target deadlines;
v) Problem solving and decision making skills;
vi) Proficiency in the standard PC applications used by the Agency;
vi) Research and problem solving skills in teaching and learning context;
vii) Integrity and positive attitude.

DESIABLE QUALIFICATIONS
i) Advanced degree in a related subject;
ii) Possession of a valid driving license.

ADDITIONAL INFORMATION
The incumbent may be required to work beyond the regular working hours.

CONDITIONS OF SERVICE
Salary: Monthly basic salary L.L. 2,111,660.- PLUS 3.39% SOA (Special Occupational Allowance)
Contract Duration: Fixed term – Project Funded (contract duration is based upon availability of funds) to fill one vacant post at Tyre Area and one vacant post at North Lebanon Area.
Holidays: 30 days annual leave
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 whose disability does not impact their ability to perform the duties and responsibilities of the post.

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. If the post is a project funded post (this will be indicated in the vacancy), an internal candidate with a temporary-indefinite or fixed-term appointment selected for this post will not retain his/her current contractual status and entitlements in accordance with current letter.
of appointment and applicable Area Staff Rules. The Agency maintains the discretion to fill future vacancies for this position from the roster without re-advertising the vacancy.

**TECHNICAL & PRACTICAL TESTS REQUIRED**

Short-listed candidates will sit for two tests:

- Written technical test (100%).
- Computer test (Pass/Fail), which includes (Intermediate Level: MS Power Point 2003 and Internet)

The top 10 scoring candidates (Tyre Area: Top 5, and North Lebanon Area: top 5) in the written 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. 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.

For any queries please send an email to: [recruitmentquestions@unrwa.org](mailto: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.

Date of issue: 14 November 2013