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.

Outreach Officer

Location: Tyre and North Employment Services Centre
Type of Appointment: Contractor (2 posts)
Deadline for Application: 07 December 2013
Vacancy Announcement Number: 930/2013
Department/Division: Office of the Director – Programme Support Office

PLACE IN THE ORGANIZATION

The incumbent reports technically and administratively to the Employment Services Center Supervisor.

EMPLOYMENT SERVICES CENTRE MISSION

The ESCs’ objectives are:

The reinforcement of Palestine refugees’ employability through referral to adequate vocational and skill training providers; apprenticeships and on-the-job training programmes; and job coaching services.

The second objective is the direct delivery of employment services with referral of jobseekers to quality placements.

Activities of the ESC include: registration of jobseekers and vacancies; conduction of rapid assessments of local labour markets to identify skills and professions required; offering information and counselling on job-search; match job seekers with vacancies; referring interested workers to training programmes, social services and other relevant employment support initiatives and institutions.

MAIN RESPONSIBILITIES

In accordance with established Agency policy and procedures and under the overall supervision of Employment Officer, the Outreach Officer is responsible for the outreach activities of the Employment Service Centre. The Outreach officer reports administratively and technically to the Employment Officer. Precisely, the Outreach Officer role is to:

(A) Visit Lebanese and Palestinians business sector in his/her geographical area of coverage to:
   i) Conduct local labour market analysis according to specific format;
   ii) Present and explain the mission of the ESC;
   iii) Seek for job vacancies and active labour programme opportunities (on-the-job/apprenticeship)

(B) Ensure, while interacting with potential Employers, that job opportunities meet criteria of quality and decent work;

(C) Map the existing training providers to seek skills training opportunities for jobseekers;

(D) Report and feedback on a biweekly basis the Employment officer on the outcomes of the outreach visits;

(E) Actively liaise with the ESC Counseling / registration officer to ensure a robust strategy for placement of jobseekers, in line with the labour market needs identified;

(F) Process with data entry of identified job vacancies and active labour programme opportunities;

(G) Prepare a monthly basis short statistical reports illustrating findings of the labour market analysis conducted.

PERSONAL & PROFESSIONAL COMPETENCIES

(A) Academic and Professional
   A university degree in Economics, Business or Management.

(B) Experience
   A minimum of three years of relevant experience in marketing, sales or similar activities.
(C) **Language**
Good command of spoken and written Arabic and English.

(D) **Skills and Competencies**
1. Strong communication skills;
2. Statistical and Analytical skills;
3. Knowledge of Lebanon context and the Employment issues affecting the Palestine refugees;

**CONDITIONS OF SERVICE**

**Salary:** Monthly salary (full package) USD $1,200.-

**Contract Duration:** One year (Renewable depending on funding availability) to fill two posts at Tyre and North Employment Services Centre respectively.

**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 qualify 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/contract 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 should consider applying for UNRWA jobs. UNRWA is a non-smoking working environment.

**TECHNICAL & PRACTICAL TESTS REQUIRED:**
Short-listed candidates will sit for one test:
- Computer based technical test (100%).

The top 10 scoring candidates in the computer based technical test given that none have scored less than 50%; 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.

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. The United Nations does not accept paper applications.

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