



UNITED NATIONS RELIEF AND WORKS AGENCY  
FOR PALESTINE REFUGEES IN THE NEAR EAST  
UNRWA



## Vacancy Announcement

### *Branch Support Assistant, ML2B*

<b>Deadline for Applications</b>	27 October 2019
<b>Contract Status</b>	Limited Duration Contract for 1 year ( <b>applies to external candidates and internal candidates on LDC</b> ); renewable; Appointment subject to funding confirmation.
<b>Duration</b>	
<b>Vacancy Announcement Number</b>	VN/WB/124/2019/X
<b>Duty Station &amp; Department</b>	Jericho Branch- Microfinance Department

**UNRWA is committed to achieving gender parity at all levels of staffing under the current UN-wide gender agenda and strongly encourages applications from qualified women.**

**UNRWA welcomes applications from qualified candidates with disabilities.**

UNRWA, the largest United Nations operation in the Middle East with over 30,000 staff working across five areas of operation, is looking for professionals like you.

#### **UNRWA's human development goals**

UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions. UNRWA has identified four human development goals as the focus of the Agency's operations in committing to fostering human development of Palestine refugees by helping them to: lead long and healthy lives, acquire knowledge and skills, achieve decent standards of living and enjoy human rights to the fullest possible extent.

#### **How can you make a difference?**

You will be joining a team of around 4,000 staff in the West Bank Field Office working to foster the human development of some 800,000 registered Palestine refugees.

The incumbent of this post reports to the Branch Manager and is responsible for performing administrative functions and processing loan applications within the set guidelines and procedures. The incumbent receives general guidance on policy, standards and performance from the field's administrative officer.

**The main responsibilities include:**

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

- Maintains and coordinates administrative operations of the branch, including, personnel, supply, security and maintenance;
- Maintains records for branch's staff including attendance, leaves, and coordinates all personnel requests to MD National Office;
- Maintains the general archiving system of the branch, ensuring safety of documents and easy retrieval of information and forms, including client's files, PMA inquiry and responses, loan applications, clearance, legal notification and registered mail for clients transferred to legal cases and any other records related to branch's operations;
- Drafts and prepares Branch Office documentations, including, client contracts, notarial deeds, memoranda and other relevant programme documents;
- Checks that loan contracts, supporting documents and data has been properly completed, duly signed and notarised before transfer to the Branch manager for approval;
- Acts as alternative branch cashier; receives payments and issues receipts to clients during the absence of the MD Cashier.
- Receives clients and other visitors to the Branch Office and directs them to relevant staff.
- Sorts and distributes incoming mail. Photocopies, collates and binds reports letters, memoranda and training material.
- Arranges and schedules all office meetings in consultation with the branch manager.
- Performs any other duties that may be assigned.

**Conditions of service**

Limited Duration Contract (LDC- Band ML2B)

Monthly basic salary USD640.40 depending on the professional knowledge and experience. Other benefits include compulsory medical insurance, 30 days of annual leave pre-rated to the duration of the contract where less than one year, and family allowance (if applicable).

**To qualify for this position, you will need:**

**Education** Two years post-secondary diploma in business and office practice or business administration or other related discipline.

**Work experience** Three years' experience in office work, data entry and processing in a computerized environment.

**Language(s)** Good working knowledge of spoken and written English and Arabic.

**You will also need to demonstrate the following competencies:**

- Excellent Knowledge of computer processing skills, MS-Office access and other databases;
- Ability to work under pressure and cope with heavy workload;
- Thoroughness and attention to detail;
- Ability to organize and plan own work;
- Confidentiality.

**Desirable qualifications:**

University degree in business administration or other related field.

**“Please ensure that the e-mail address and mobile phone number that you have written in your Personal History Form are accurate and active. Your status in relation to the vacancy will be communicated to you via email listed on your Personal History Form.**

**It is the responsibility of the candidate to provide full, accurate and up to date information in his/her application form. Any missing and/or misleading data may lead to candidate disqualification.”**

**Equivalency:**

**Candidates with an equivalent combination of relevant academic qualifications, professional training and progressive work experience may also be considered if there will not be enough qualified candidates.**

For guidance on how to prepare for competency-based interviews:

<https://careers.un.org/lbw/home.aspx?viewtype=AYI>

**Who we are**

For over 65 years, the United Nations Relief and Works Agency for Palestine (UNRWA) has been working on the ground in five fields of operations in Jordan, Lebanon, Syria, West Bank and the Gaza Strip providing direct assistance and protection for some 5 million Palestine refugees in the Middle East. UNRWA is mandated by the UN General Assembly to provide this assistance and its mission is to help Palestine refugees achieve their full potential in human development until there is a just and lasting solution for their plight. UNRWA restores safety, dignity and hope to millions who have been uprooted by conflict with services encompassing education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance.

**For more details on UNRWA, please visit:** [www.unrwa.org](http://www.unrwa.org)

**How to apply**

To start the application process, applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing UNRWA Personal History Form. Only applications received through <http://jobs.unrwa.org> will be considered. Due to the large number of applications received for UNRWA vacancies, only applicants short-listed for interview will be contacted.

**The United Nations does not charge fees at any stage of the recruitment process. The United Nations does not concern itself with information related to bank accounts.**

**General information**

This vacancy notice is open to internal and external candidates. **As an Area post, preference will be given to local candidates already based in the duty station of the post.**

UNRWA is a United Nations organization whose staff are expected to uphold the highest standards of integrity, neutrality and impartiality. This includes respect for and commitment to human rights, diversity, and 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 work environment.

The Agency reserves the right not to make an appointment, to make an appointment at a lower grade, or to make an appointment with a modified job description.

On appointment, all individuals will be asked to sign a self-attestation, confirming that they have not committed, been convicted of, or prosecuted for, any criminal offence and that they have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Date of issue: 11 October 2019