



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



Vacancy Announcement

Senior Liaison Officer, P-4 Washington, DC

Deadline for Applications	23 July 2018 (9 July 2018 for internal applicants)
Duration	2 years, with the possibility of further extension
Vacancy Announcement Number	18-RO-WA-29

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 highly committed professionals wishing to make a change.

UNRWA's strategic objectives

The mission of UNRWA is to help Palestine refugees achieve their full potential in human development under the difficult circumstances in which they live. In line with this mission, the Agency works towards five strategic outcomes: (a) Palestine refugee rights under international law are protected and promoted; (b) Palestine refugee health is protected and disease burden is reduced; (c) school-age children complete quality, equitable and inclusive basic education; (d) Palestine refugee capabilities are strengthened for increased livelihood opportunities; and (e) Palestine refugees are able to meet their basic human needs of food, shelter and environmental health. UNRWA is funded almost entirely by voluntary contributions from UN member states, regional bodies, business foundations and individual contributions.

Do you want to make a lasting difference?

If you are passionate about refugees, UNRWA would like to hear from you. In this role, you will be an integral member of the UNRWA Washington team pursuing creative and effective advocacy strategies to effectively advance UNRWA's priorities. UNRWA is looking for energetic and dedicated individuals who excel in taking initiative, working independently, and building broad based partnerships and coalitions. Your efforts will help to ensure that Palestine refugees continue to have access to education, health care, and vital social services.

The main responsibilities include:

- Assisting the Director, UNRWA Representative Office, Washington DC to represent the interests of UNRWA vis-à-vis US government and non-governmental entities, with particular reference to the US Executive and Legislative branches of government by:
 - Participating in the active and regular engagement with relevant US National Security agencies and Members of Congress and their staffs to advance understanding of UNRWA's role in the context of the regional issues of the Middle East, the Agency's operations and the situation of Palestine refugees in the five fields and globally;
 - Clarifying UNRWA's mission, positions, programmes, initiatives and institutional practices, including in the area of neutrality, and explaining the evolving challenges UNRWA faces;
 - Building and sustaining partnerships with international organizations headquartered in the US, the private sector, national and local non-profit institutions, and high value individuals, amongst others; maintaining awareness and support, including organizing or attending special events;
- Establishing high level institutional relationships with relevant US government and non-governmental entities and agencies, maintaining and managing these relationships to enhance the protection of Palestine refugees and advance the interests of UNRWA;
- Supporting the establishment of institutional relationships with relevant US government and non-governmental entities and agencies, maintaining and managing these relationships in the interests of Palestine refugees and UNRWA;
- Monitoring on a daily basis relevant developments in the US Congressional and political agenda, with a view to formulating and leading the implementation of an outreach and advocacy strategy dedicated to optimizing UNRWA's relations with Congress and other governmental and non-governmental agencies;
- In close cooperation with the Spokesperson and Director of Strategic Communications and Advocacy and the Director, External Relations and Communications, and in close consultation with relevant colleagues, supporting the formulation and implementation of a media and communications strategy dedicated to addressing the US audience, including disseminating information to media as well as civil society and non-governmental entities and timely responses to queries from media and other entities;
- In close consultation with relevant UNRWA colleagues, supporting the drafting, preparation and presentation of materials required for briefings to Congress, Executive Branch agencies, the media and other non-governmental agencies in the Washington, DC or broader US setting;
- Supporting the implementation of UNRWA's resource mobilization and strategic communications framework;
- Arranging and supporting visits to Washington, DC by senior UNRWA officials;
- In close cooperation with UNRWA Headquarter departments, especially Finance, Human Resources, and Administration, ensuring the effective administrative management of UNRWA's Representative Office in Washington, DC.

Conditions of service

UNRWA offers an attractive compensation package including annual salary starting at **\$71,332** net tax free with post adjustment of **47.1%** (subject to change without notice). All UNRWA duty stations (with the exception of Gaza and Syria) are family duty stations. Other benefits, subject to eligibility, include:

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| ✓ Dependency allowances | ✓ Pension fund entitlements under the UN Joint Staff Pension Fund |
| ✓ Rental subsidy | ✓ International health insurance; optional life insurance |
| ✓ Education grant for children | ✓ Disability protection |
| ✓ Home leave travel | |
| ✓ 6 weeks (30 working days) annual leave | |

Additional information

The incumbent will reside in Washington, DC, but may be required to travel to UNRWA areas of operations in Gaza, Jordan, Lebanon, Syria, and the West Bank.

To qualify for this position, you will need:

- Education** Advanced university degree from an accredited educational institution in political science, public administration, business administration, or a related field; a first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree;
- Work experience** Eight years of experience in political or administrative affairs utilizing professional skills relevant to the responsibilities of this post, including two years of experience at international level outside your home country; Experience in advocacy and outreach with Washington DC-based US government or non-governmental agencies or entities is essential;
- Language(s)** Excellent command of written and spoken English.

Desirable qualifications:

Knowledge of Middle East context and Palestine refugee issues.

You will also need to demonstrate the following competencies:

- Positive attitude and strong analytical, interpersonal and communication skills, such as required for successful outreach, advocacy and effective management of partner relations in the US setting, including in the context of adversarial positions taken by a variety of entities;
- Proven ability to exercise the initiative and resourcefulness necessary for simultaneously addressing a variety of stakeholder needs, pursuing multiple tasks and achieving positive outcomes;
- Sound appreciation of regional context and strong general understanding of US foreign policy as it relates to the Middle East, as well as genuine commitment to advocacy for humanitarian positions that underpin UNRWA's mission;
- Excellent communication skills in spoken and written English, ability to draft/edit a variety of texts, and the ability to articulate positions in a clear and concise style;
- Ability to establish and maintain effective working relationships with senior officials and staffers in both the Washington, DC context specifically and in the US public generally, as well as internally and with people of diverse backgrounds, culture and nationalities;
- Sound judgment on political, media and diplomatic matters, including on high profile issues of international policy that affect the Middle East, UNRWA and Palestine refugees;
- The ability to handle media relations competently and effectively;
- Professional discretion and rigorous respect for confidentiality.

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: <https://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

UNRWA staff are expected to uphold the highest standards of integrity, neutrality and impartiality at all times. This includes respect for and commitment to human rights, diversity, and non-violent means of dealing with all kinds of conflict. Only persons who fully and unconditionally commit to these values should consider applying for UNRWA jobs. UNRWA is a non-smoking work environment.

The retirement age for staff entering or re-entering service in the UN Common System after 1 January 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

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.

Date of issue: 26 June 2018 / LAN