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المكتب التمثيلي  
نيويورك

امم المتحدة (نيلازا)

Reference: UNRWA/2023/asgapplications2

The United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) presents its compliments to the Permanent Missions of Member States and Observer States to the United Nations and has the honour to convey that following the approval of a second Deputy Commissioner General (DCG) at the Assistant Secretary General level to support UNRWA, as well as the imminent vacancy of UNRWA's long-established DCG position, two DCG positions are now being advertised :

- Deputy Commissioner General (Operational Support) and;
- Deputy Commissioner General (Programmes and Partnerships)

UNRWA has the honour to request the nomination of candidates for the position of **Deputy Commissioner-General of UNRWA (Operational Support)**, at the level of Assistant Secretary-General, which is based at UNRWA Headquarters in Amman.

UNRWA is a subsidiary body of the United Nations General Assembly, established pursuant to Resolution 302 (IV) of December 1949. The Agency fulfils its humanitarian and human development mandate by providing protection and essential services to Palestine refugees in the Gaza Strip, the West Bank, Jordan, Lebanon and the Syrian Arab Republic.

The Deputy Commissioner-General (Operational Support) is accountable to and deputises for the Commissioner-General (USG), and advises the Commissioner-General on all aspects of the Agency's management and operations, providing leadership and coordination to the Agency's support operations in the Fields and Headquarters Support Departments ensuring UNRWA's effective response to the human development and humanitarian needs of Palestine refugees in the Agency's area of operations. The responsibilities and requirements for the position are attached herewith.

Further information on UNRWA is available on the following website:  
<https://www.unrwa.org>.

In order to ensure a wide pool of candidates for this position, UNRWA would welcome any nominations to supplement the Secretary-General's own search and consultations. UNRWA strongly encourages nominations of women candidates.

Nominations must include a detailed curriculum vitae of the candidate with full contact information (e-mail and telephone). The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Nominations must be sent to UNRWA at the following e-mail address:  
[asgapplications2@unrwa.org](mailto:asgapplications2@unrwa.org) by 29 August 2023.

UNRWA is seeking an individual with:

- Capacity to develop a shared vision and provide strategic direction and leadership to implementation of operational support functions that enable

execution of the Agency's policies, plans and budgets. S/he will guide and direct directors and senior managers, respond to emerging needs, lead staff performance and ensure optimal use of resources. S/he will liaise with external interlocutors including UN Agencies, Funds, and Programmes, host and donor government representatives and others;

- Demonstrated ability to guide senior managers with diverse functions to develop coherent goals that are consistent with agreed strategies and organisational priorities. Track record in promoting accountability for the delivery of high-quality results by senior managers within allocated time and budget, while also ensuring organizational sustainability through effective resource mobilization;

High level of communication skills in promoting the Agency's messages to internal and external stakeholders. Persuasive, effective in communicating in culturally diverse and politically complex environments;

- An excellent understanding of the United Nations system and mechanisms, including human development operations in complex field settings;
- Impeccable personal and professional integrity.

### ***Human rights screening***

In accordance with the policy for the nomination of candidates, UNRWA wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

### ***Conflict of interest***

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the organization's ethical standards. A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk of conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.14-1.16). Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not

be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member” (staff rule 4.7 (a)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.

The United Nations Relief and Works Agency for Palestine Refugees in the Near East avails itself of this opportunity to renew to the Permanent Missions of Member States and Observer States to the United Nations the assurances of its highest consideration.

26 July 2023

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