



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



## Vacancy Announcement

### Information Security Officer (Systems), Grade 15 HQ Gaza

<b>Vacancy Announcement Number</b>	20-AR-GA-15
<b>Deadline for Applications</b>	20 June 2020
<b>Contract Status</b>	Fixed-term appointment
<b>Duration</b>	3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need.
<b>Department</b>	Information Management and Technology

**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.**

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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.

The Information Management and Technology Department (IMTD) is a strategic enabler of UNRWA's programmes in Jordan, Lebanon, Syria, West Bank and Gaza. With over 35,000 staff members serving over 5 million Palestine refugees, the Agency's programmes deliver direct services to the refugees in the areas of education, health, relief and social service, infrastructure and camp improvement, and microfinance services. IMTD is always at the forefront when it comes to introducing innovative business solutions that impact the organization's overall value chain even as it embarks towards a future ready state that is defined by the SMART Enterprise Strategic Framework.

## **Do you want to make a lasting difference?**

If you are looking for a rewarding opportunity to make a tangible difference for one of the most vulnerable communities in the world, UNRWA would like to hear from you.

### **The main responsibilities include:**

- Administering, implementing and maintaining security systems, supporting the central enterprise risk management of application and systems, providing solutions and remediation to those;
- Designing and implementing data confidentiality, data availability, and data integrity processes & procedures;
- Insuring application's vulnerabilities are identified and managing and documenting the remediation tasks accordingly;
- Administering and managing of security platforms and related applications;
- Providing technical support to other information systems development staff and to end-users on issues related to systems security, technical controls audits and risk management;
- Developing technical documentation and guidance on proper and secure installation, creation, handling and maintenance of data, including imports, exports, validation, and data protection procedures;
- Researching, evaluating, and recommending new security technologies; establishing and implementing industry best practices and standards regarding server's security, data confidentiality and availability, and efficient data management processes;
- Assisting in designing and building data & system security breaches/issues monitoring, detection and response platforms;
- Implementing security strategies to maintain security of user-level access rights to systems and databases;
- Maintaining security by testing and reviewing applications, database systems & platforms patches and upgrading as necessary.

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

<b>Education</b>	A university degree from an accredited educational institution in computer science, information technology, electrical/computer engineering or other related discipline; Formal technical training in Microsoft Server technologies.
<b>Work experience</b>	At least five years of professional work experience in administering enterprise systems, and servers and applying application security techniques; Advanced knowledge and experience in Microsoft technologies specially network infrastructure, security administration and servers' management.
<b>Language(s)</b>	Very good command of spoken and written English.

### **Desirable qualifications**

- Knowledge of security automation tools and techniques;
- Knowledge of MS Servers;
- ITIL knowledge and training;
- Knowledge of UNRWA's operations and computer facilities environment.

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

*UN Core Values of Professionalism, Integrity and Respect for Diversity and Core Competencies of Communication, Working with People and Drive for Results apply by default. Default managerial competencies may apply. In addition, the following competencies apply:*

- Following Instructions and Procedures;
- Strong analytical skills and creativity;
- Applying Technical Expertise;
- Service oriented and ability to establish and maintain effective working relations;
- Commitment to continuous learning, willingness to keep abreast of new developments in the field of information technology;

- Problem solving skills.

### **Equivalency**

When the minimum requirements are not fully met, the Director of Human Resources may exceptionally substitute part of the unmet requirements with a combination of relevant academic qualifications, additional professional training and progressive relevant work experience.

NB: Work experience alone or formal qualifications with no relevant work experience are not considered an acceptable combination.

### **Conditions of service**

Monthly basic salary **US\$ 1592.60 plus special occupation allowance of 12.32% of the basic salary**. Other benefits include monthly Provident Fund contribution (15% of basic salary paid by the Agency), compulsory medical insurance, 30 days of annual leave, and dependency allowance (if applicable).

### **Additional information**

The incumbent may be required to travel in the Agency's area of operations;  
The incumbent may be required to work outside of normal duty hours and on call basis.

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

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

#### **Who we are**

For almost 70 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**

Applicants are required to register at <http://jobs.unrwa.org> by creating a personal profile and completing an **UNRWA Personal History Form**. Please note that UNRWA only accepts degrees from accredited educational institutions. **Only applications received through <http://jobs.unrwa.org> will be considered.** Due to the large number of applications received, only applicants short-listed for interview will be contacted via e-mail only. **Please ensure that the e-mail address indicated in your Personal History Profile is accurate.**

The United Nations does not charge fees at any stage of the recruitment process (application, testing, interviewing, etc). 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. Only candidates residing in Gaza with authorization to work in the duty station at the time of application are eligible to apply. The Agency will not assume responsibility or accountability to support or facilitate the issuance of work permit in Gaza, and without a valid work permit, the appointment may be

rescinded.

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 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: 7 June 2020/SO