



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



## Vacancy Announcement

### *Staff Nurse, HL02*

<b>Deadline for Applications</b>	23 July 2020
<b>Contract type &amp; Duration</b>	Fixed-term appointment of 3 years including 1 year probation period, with the possibility of further extension, subject to the availability of funds, satisfactory performance and continuing need of the post.
<b>Vacancy Announcement Number</b>	VN/WB/049/2020/X
<b>Duty Station &amp; Department</b>	Qalqilia Health Centre- Health

**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 is responsible to Senior Staff Nurse and receives technical supervision from Field Nursing Services Officer and/or Area Nursing Services Officer (as applicable).

**The main responsibilities include:**

In accordance with Agency policy and procedure, the incumbent:

- Performs all nursing services, including maternal and child care, home visits, family planning, immunization, specialized clinics, health education and counseling;
- Provides technical guidance in the electronic medical record system for staff in the assigned health centre, including training of staff, accuracy of entered data and the generation of reports;
- Provides technical support to nursing staff and others in all matters related to infection control procedures;
- Ensures the proper recording and reporting of health information from nursing staff under her/his supervision;
- Provides technical support and guidance to practical nurses and midwives in the Family Health Team she/he is assigned to;
- Under the supervision of the Senior Staff Nurse, controls and keep records of equipment, uniforms, linen, sundries and other medical supplies needed for nursing activities; ensures their continued availability and supervises disposal of used items;
- Supervises and maintains a high standard of cleanliness and hygiene in the health centre;
- Conducts on-the-job training of staff and participates in-services courses as and when required;
- Performs such other duties as may be assigned.

**Conditions of service**

Monthly basic salary USD1,372.10, payable in JD at UN monthly exchange rate.

Other benefits include:

- Provident Fund contribution (15.2% of basic salary paid by the Agency).
- Dependency allowances (if applicable).
- 30 days of annual leave.
- Compulsory medical insurance.

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

<b>Education</b>	A university degree in Nursing from a recognized university; Possession of a license to practice nursing services (where applicable).
<b>Work experience</b>	At least three years of satisfactory working experience as a qualified nurse. Experience in the use of computers and an understanding of their use in health applications.
<b>Language(s)</b>	Good command of written and spoken English and Arabic.

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

- Good communication skills and maintains effective working relationships with staff and clients;
- Good analytical and problem-solving skills;
- Good organizational skills and ability to work under pressure and cope with heavy workload;
- Adequate computer skills;
- Self-motivated and shows willingness to learn from others;
- Respects and promotes individual and cultural differences;
- Acts in accordance with the professional ethics and values.

**Desirable qualifications:**

- Diploma or certificate in midwifery or public health nursing;
- Working experience in the provision of maternal and child health care.

**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.**

**Important information**

- 1- This vacancy notice is open to internal and external candidates. As an Area post, only candidates who reside in West Bank or Jerusalem at the time of applications are eligible to apply. The Agency does not assume responsibilities nor support the issuance of work permits for those who has no legal documents to live in WB/Jerusalem.**
- 2- 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, as we will no longer be using telephone calls.**
- 3- 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.**

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: 08 July 2020