

# OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE (OHLGS)



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## NOTIFICATION OF VACANCY AT THE UNITED NATIONS RELIEF AND WORK AGENCY (UNRWA)

The United Nations Relief and Work Agency (UNRWA) is announcing job vacancies for interested persons to submit applications:

Item	Job Title	Duty Station	Deadline
1	Deputy Commissioner-General (Programmer and Partnerships) Assistant Secretary General	Headquarters, Amman-Jordan	29th August 2023

2. Qualified candidates, particularly women are encouraged to apply for the position.
3. For information purposes, applicants are kindly advised to notify the Candidatures Unit of the Ministry of Foreign Affairs and Regional Integration of their submitted applications through the email address below:

[vacancies.internationalorgs@mfa.gov.gh](mailto:vacancies.internationalorgs@mfa.gov.gh)

Thank you.

  
GOLDA GRACE ASANTE (MS)  
DIRECTOR, ADMINISTRATION  
for: HEAD OF SERVICE

ALL HON. MINISTERS

Attn: All Regional Co-ord Directors

ALL HON. CHIEF EXECUTIVES

Attn: All MMDCDs

THE DIRECTOR, ADMINISTRATION  
OHLGS  
ACCRA



Reference: UNRWA/2023/sgapplications

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 (Programmes and Partnerships)**, 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 (Programmes and Partnerships) is accountable to and deputises for the Commissioner-General (USG), and advises the Commissioner-General on all aspects of the Agency's programmes, providing leadership and coordination to the Agency's programmes in the Fields and Headquarters programme Departments ensuring UNRWA's effective response to the human development and humanitarian needs of over five million 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: [sgapplications@unrwa.org](mailto:sgapplications@unrwa.org) by 29 August 2023.

UNRWA is seeking an individual with:

- Capacity to develop a shared vision and provide strategic direction and

**Qualifications:**

UNRWA is seeking an individual with:

Education: Advanced university degree (Master's degree or equivalent) from any accredited educational institution, preferably in management, business or public administration, finance, accounting, law, social sciences, political science, international relations or related area.

Experience: At least 15 years of progressively responsible and relevant experience in managing large scale humanitarian and human development operations in an international context involving programme management, emergency planning, fundraising, and complex relations with multiple stakeholders.

Language: Fluency in written and spoken English, with excellent writing and presentation skills. Knowledge of another UN language, particularly Arabic and/or French, is an asset.

Extensive experience in human development operations in complex field settings.

In depth knowledge and understanding of regional political issues in the Agency's area of operations.

Proven resource mobilisation capabilities for a large organization.

Proven experience implementing management and organizational reforms in challenging environments.

Comprehensive understanding of budgeting, financial management and strategic planning in complex humanitarian and/or developmental organizations.

Comprehensive understanding of Education, Health, Relief & Social Services, Infrastructure, Camp Improvement and Microfinance Programmes Agency

Extensive experience working with diplomatic missions.

Experience dealing with staff unions desirable.

*Updated: 26 July 2023*



<b>Post Title and Level:</b>	<b>Deputy Commissioner-General – Programmes and Partnership (Assistant Secretary-General)</b>
<b>Duty Station:</b>	Headquarters Amman, Jordan
<b>Organization Unit:</b>	United Nations Relief and Works Agency for Palestine Refugees (UNRWA)

#### **Organizational Setting and Reporting Relationships:**

UNRWA, a subsidiary organ of the UN General Assembly, fulfils its humanitarian and human development mandate by providing protection and essential services to millions of Palestine refugees in the Gaza Strip, the West Bank, Jordan, Lebanon and the Syrian Arab Republic. The DCG is appointed by the Secretary General.

UNRWA has two Deputy Commissioner-Generals (DCG's) reporting directly to the Commissioner-General (CG). The Deputies each manage a substantive portfolio of programme or operations responsibilities. A programme portfolio typically involves leadership and oversight of the Agency's Field Offices and HQ departments, including the departments of Education, Health, Relief & Social Services, and Microfinance as well as the External Relations and Communications Department, the Digital Impact, Technology, and Innovation Department and the Department of Planning. The Commissioner-General (CG) may assign further portfolios to meet operational needs.

The Deputy Commissioner-General Programmes and Partnerships (DCG-P) will assist the CG in providing strategic direction and leadership to all aspects of the Agency's policies programmes, 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 country teams, host government representatives and others.

#### **Responsibilities:**

- Advises the Commissioner-General on all aspects of the Agency's programmes, providing leadership and coordination to the Agency's programmes in the Fields and Headquarters programme Departments ensuring UNRWA's effective response to the human development and humanitarian needs of Palestine refugees in the Agency's area of operations.
- Leads Agency Field Offices as well as the Departments of Education, Health, Relief and Social Services, Microfinance, External Relations and Communications, Digital Impact, Technology, and Innovation and the Department of Planning including external partnerships, staffing and resource allocation mechanisms, ensuring principles are implemented adequately, and control mechanisms are applied consistently.
- Champions programme reform processes including through developing accountability for results and nurturing an environment of innovation, best practice, financial sustainability

and cost-effectiveness, and transparency. Complements CG's initiatives to fulfil the Agency's commitment to humanitarian principles, including to neutrality.

- Leads and coordinates UNRWA's efforts to protect and ensure timely and effective provision of services to Palestine Refugees during times of crises, such as conflict and/or public health emergencies, ensuring effective preparedness and response throughout the Agency.
- As needed, chairs various internal management bodies, such as the Executive Advisory Group and Senior Management Team.
- Represents the Commissioner-General at senior/ministerial level with host and donor Governments, at international, regional, and inter-agency meetings, seminars, and conferences, and with government and intergovernmental bodies, such as the General Assembly and its committees.
- Coordinates programme support to the field offices on all relevant aspects of programme management, as well as regarding host country issues.
- Performs other tasks and assignments as requested by the Commissioner-General.

**Work implies frequent interaction with the following:**

Senior managers and staff within the Agency, UN Secretariat, UN Mission Heads and other UN offices, funds, programmes and specialized agencies, senior representatives of Governments and of non-governmental organizations, chairpersons and members of intergovernmental bodies.

**Managerial Competencies:**

- **Strategic vision and Decision-making:** Capacity to develop a shared vision and strategies, and direct their implementation, for the effective response to the human development needs of the Agency's beneficiaries, in line with the Agency's mandate.
- **Communication:** 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.
- **Planning and Organizing:** Guides senior managers to develop clear goals that are consistent with agreed strategies and organizational priorities.
- **Results orientation:** Holds senior managers accountable for the delivery of high-quality results within allocated time and budget, while also ensuring organizational sustainability through effective resource mobilisation.
- **Creativity and innovation:** Encourages continuous innovation and improvement of programmes and services, approaches and processes.
- **Leadership:** Acts as a role model that others aspire to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains fruitful relationships with a broad range of stakeholders; anticipates and resolves conflicts by pursuing mutually agreeable solutions. Proven leadership and decision-making with an emphasis on the development of innovative programmes with significant impact on the overall effectiveness of the United Nations. Intellectual and professional leadership for overall strategy, quality, delivery and results.

leadership to all aspects of the Agency's policies programmes, 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 country teams, host 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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