

## **JOB OFFER:**

### **EMERGENCY, HUMANITARIAN ACTION AND DEVELOPMENT PROJECT OFFICER**

**Location:** Spain

**Direct Supervision of:** Humanitarian Action, Emergency and Development Director

If you are passionate about writing and justification of grant proposals of Emergency and Humanitarian Action Projects, and you like new challenges, you can join an important non-profit organization which works to improve the quality of life of Palestine refugees.

**It may be your Opportunity!**

We are a young, dynamic team that works with high quality standards and efficiency to achieve our main objective: improve the quality of life of the Palestinian refugees.

**Are you willing to take part of this challenge?**

We are looking for a person whose main mission will be to write and monitor grant proposals of Emergency and Humanitarian Action projects.

### **GOALS**

#### **YOUR GOALS IN OUR ORGANIZATION WILL BE ...**

- The writing of grant proposals and justification of them
- The follow-up of grant proposals according to the regulations of the donors and the internal regulation of the organisation.

### **PRIMARY DUTIES AND RESPONSABILITIES**

#### **YOUR MAIN DUTIES WILL BE ...**

- Prepare project proposals and reports as required and as assigned by the Area Director, work on assigned project/s independently and coordinate with relevant staff in the projects team.
- Elaborate high-quality and responsive project proposals, concept papers, and project reports in coordination with the UNRWA Field Offices and respective Field departments.
- Monitor the implementation of projects in coordination with field departments and

verify adherence to the donor requirements.

- Research and monitor the publication of calls for proposals and other funding opportunities
- Prepare, maintain and update the projects tracking system with the tools established for that purpose (tracking tables and others).
- Ensure that all projects are developed and implemented under a Gender and Human Rights approach.
- Search and prepare any documentation necessary to solve incidences or fulfil donor's requirements related to project reporting, and project audits.
- Missions to the field: organizing the logistics and agenda of the trip in coordination with UNRWA Partnership Division and the Field Offices involved. Collecting information related to the projects' development, priority needs and challenges, as well as working in the identification and resolution of any possible incidence in the projects supported by the organization.
- Ensure the appropriate information flow with donors under his/her responsibility, as well as other departments of the committee, the delegation and direct supervisor.
- Provide support with the dissemination of the Committee activities and collaborate in other activities when required (events, campaigns, newsletter, web site, media, etc).

## PROFESSIONAL KNOWLEDGE AND EXPERIENCE

### FOR OUR ORGANIZATION IT IS IMPORTANT THAT YOU HAVE ...

- University degree from an accredited educational institution in International Relations, Development Studies, Public Administration, Social Sciences or other related field.
- Postgraduate studies in management of International Cooperation and/or Humanitarian Aid projects required.
- A minimum of 3 years proven experience in International Cooperation and/or Humanitarian Aid projects (no need of international experience).
- A minimum of 2 years proven experience as project officer in the management of projects funded with the decentralized cooperation system, at least one of the years not abroad (required).
- Excellent command of written and spoken English (will be tested).
- Spanish mother tongue or bilingual.
- Proficiency in planning and work with the LFM, Human Rights and Gender approach (will be tested).
- Proficiency in computer applications including word processing, spread sheets, email and search tools. (will be tested).
- **Place of residence: a maximum of two hours driving or in public transportation from Pamplona.**

### FOR OUR ORGANIZATION IT IS A PLUS ...

- That you have PASSION and be committed with Palestine refugees.
- That you have knowledge of the Middle East geopolitics, Israeli occupation and

Palestine plight, United Nations organization and procedures.

- That you have knowledge of Arabic.
- That you have work or volunteer experience in Middle East, especially in Palestine.
- That you have a disability certificate.
- That you have driving licence

#### **WE LOVE...**

- People with excellent research and technical report drafting skills.
- People with the ability to develop clear goals and identify priority activities and assignments.
- People who able to work under high pressure and very tight deadlines, with changing priorities and in particularly overloading contexts without compromising on quality.
- People with the ability to establish and maintain effective working relations with workmates, supervisor, other staff and other stakeholders.

#### **ALSO, WE WOULD LIKE YOU TO HAVE ...**

- Availability to adapt the work schedule to the needs of the project during the hiring period, occasionally.
- Commitment to our mission, vision and values, as well as to our code of conduct.
- Immediate availability of incorporation.

#### **THIS IS OUR PROPOSAL FOR YOU ...**

**VACANCY ANNOUNCEMENT CODE: TEAH 2024.08**

**Annual Gross Salary:** according to value.

**Social Benefits:** Learning and Development Plan. Work from home with periodical visits to Pamplona, and conciliation measures. We are an organization committed to Equality.

**Flexible Remuneration Plan:** Medical insurance.

**Working hours:** 38 hours a week, and 3 months of “summer working hours”. Flexible entry and exit.

UNRWA Spain promotes the reconciliation between work and family life.

**Annual leave:** 23 working days.

**Conditions of Service Contract:** Indefinite contract

**Expected date of incorporation:** October 2024

#### **HOW TO APPLY ...**

To start the application process, applicants should submit their resume, and a motivation letter **in English**, with email subject **TEAH 2024.08** through the job offer that you can find in (section "Ver Ofertas de empleo") <https://unrwa.es/trabaja-con-nosotros/> until **19th September 2024** midnight (Madrid time). (with the possibility of advancing the final reception date depending on the volume of applications received).



Once the applications have been reviewed, if you are one of the shortlisted people, we will contact you so that you can become part of the selection process (we will only contact people whose application is shortlisted). If you are a finalist, we will ask you for two professional references.

**Registration deadline: 19<sup>th</sup> September 2024** (with the possibility of advancing the final reception date depending on the volume of applications received).