

**No. 12/10/2023-FA(UN)**  
**Government of India**  
**Ministry of Personnel, Public grievances and Pension**  
**Department of personnel & Training**

**North Block, New Delhi**  
**Dated the 4<sup>th</sup> August, 2023**

**To**

- 1. Secretaries,  
All Ministries/ Department of the Government of India**
- 2. The Chief Secretaries/ Administrators,  
All State / UT Governments**

**Subject: Proposal of MEA for circulation of vacancy notification of United Nations Relief and Works Agency for Palestine Refugees (UNRWA) for nominations of candidates for the position of Deputy Commissioner-General based in its headquarters in Amman, Jordan –reg.**

**Sir/Madam,**

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/10/2023 dated 28/07/2023 (copy enclosed) has informed this Department that United Nations Relief and Works Agency for Palestine Refugees (UNRWA) has sought nominations of candidates for the position of Deputy Commissioner-General based in its headquarters in Amman, Jordan.

2. Vacancy notice of the United Nations Relief and Works Agency for Palestine Refugees (UNRWA) thereby inviting nominations for the post of Deputy Commissioner-General containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The last date to apply for the above position is **7<sup>th</sup> August, 2023**. All the Members states have been required to submit the Nominations for the above-mentioned post at [\*\*asgapplications@unrwa.org\*\*](mailto:asgapplications@unrwa.org).

3. This post may be circulated amongst officers of the level of Director and above in the Government of India/ State Government [as the requirement for the above post is of minimum of 15 years of service], so as to make suitable nominations for the post of Deputy Commissioner-General based in its headquarters in Amman, Jordan by following the due procedure duly laid down in United Nations Relief and Works Agency for Palestine Refugees (UNRWA) Vacancy notification dated 27/06/2023, enclosed herewith. As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department.

**Yours faithfully,**



**(Nidhi Srivastava)**

**Deputy Secretary to the Government of India**

**Email-dirsm@nic.in**

**Copy for information to:**


**Ms. Udit Gaurav, Deputy Secretary (FSP & Cadre), Ministry of External Affairs, South Block, New Delhi w.r.t. I.D. Note No. Q/PA-I/575/03/2023, dated 28/07/2023.**

**Ministry of External Affairs  
(Administration Division)**

**Subject: Nomination of candidates for the position of Deputy Commissioner – General of United Nations Relief and Works Agency for Palestine Refugees (UNRWA)**

The United Nations Relief and Works Agency for Palestine Refugees (UNRWA) is calling for nomination of candidates for the position of Deputy Commissioner – General based in its headquarters in Amman, Jordan

2. UNRWA is a subsidiary body of the UNGA which provides protection and essential services to Palestine refugees in the Gaza strip, the West Bank, Jordan, Lebanon, and Syria.
3. The DCG is second in command and reports to Commissioner-General and assists him/her in providing strategic direction and leadership to all aspects of the Agency's policies, programmes, and operations.
4. The responsibilities for the post and requirement for the same are placed at Annexure 'A'.
5. UNRWA is seeking nomination from individuals with Master's degree or equivalent and with at least 15 years of experience in humanitarian and human development operations in international context.
6. The Nominations are to submitted to UNRWA at the following E-mail address: **asgapplications@unrwa.org**. Last date to file the nominations is **07<sup>th</sup> August, 2023**.
7. DoPT is requested to disseminate the above mentioned vacancy circular for the position of Deputy Commissioner – General of United Nations Relief and Works Agency for Palestine Refugees (UNRWA) among the eligible officers.

  
(Udit Gaurav)  
Deputy Secretary (FSP & Cadre)  
Room No. 37, South Block, New Delhi  
Tel No. 011-23011650

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Kind Attn: Ms. Nidhi Srivastava  
Deputy Secretary (SM)  
Room No. 20, North Block, New Delhi.

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MEA ID No. Q/PA-I/575/10/2023, Dated 28 July 2023



United Nations Relief and Works Agency  
for Palestine Refugees in the Near East  
الوكالة العامة للوقاية والتخفيف من معاناة اللاجئين الفلسطينيين

representative office  
new york

one un plaza  
room 1265  
united nations  
new york, n.y. 10017  
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t +1 212 963 2255  
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e unrwa-ny@un.org

Reference: UNRWA/2023/asgapplications

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 Non-Member States to the United Nations and has the honour to request the nomination of candidates for the position of Deputy Commissioner-General of UNRWA, 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 is accountable to and deputises for the Commissioner-General (USG). 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:  
[asgapplications@unrwa.org](mailto:asgapplications@unrwa.org) by 7 August 2023.

UNRWA is seeking an individual with:

- 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 and addressing the challenges the Agency faces;
- 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;

المكتب التمثيلي  
نيويورك  
الأمم المتحدة (نيويورك)  
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الولايات المتحدة الأمريكية

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- 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 Non-Member States to the United Nations the assurances of its highest consideration.

27 June 2023  
A.B.

Annexure : 4.



**Post Title and Level:** Deputy Commissioner-General (Assistant Secretary-General)

**Duty Station:** Headquarters Amman, Jordan

**Organization Unit:** United Nations Relief and Works Agency for Palestine Refugees (UNRWA)

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**Organizational Setting and Reporting Relationships:**

The Deputy Commissioner-General (DCG) reports to the Commissioner-General and assists him/her in providing strategic direction and leadership to all aspects of the Agency's policies, programmes and operations. 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.

**Responsibilities:**

- Advises the Commissioner-General on all aspects of the Agency's management and operations, providing leadership and coordination to the Agency's programmes and Headquarters support Departments ensuring UNRWA's effective response to the human development and humanitarian needs of millions of Palestine refugees in the Agency's area of operations.
- Leads Headquarters departments including external partnerships, staffing and resource allocation mechanisms, ensuring principles are implemented adequately, and control mechanisms are applied consistently.
- Champions management reform processes including through developing accountability for results and nurturing an environment of innovation, best practice, financial sustainability and cost-effectiveness, and transparency.
- 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 operational support to the field offices on all relevant aspects of programme and support management, as well as with regard to 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.

**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 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 both programme and support management, 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;

Extensive experience working with diplomatic missions;

Experience dealing with staff unions desirable.

*Date: 27 June 2023*