



JOB DESCRIPTION

1. IDENTIFICATION

<u>Job Title</u>	<u>Grade</u>	<u>OCC/CCOG</u>	<u>Location/Field/HQ</u>
Senior Coordination and Management Officer (Third-Party Monitoring)	P-4	82	Headquarters
<u>Duty station</u>	<u>Department</u>	<u>Division</u>	<u>Section/Unit</u>
Amman	Planning		

2. ORGANIZATIONAL SETTING

2.1. Supervisor:

The incumbent reports to the Deputy Director of the UNRWA Department of Planning (P5).

2.2. Supervisees:

The incumbent coordinates and provides technical guidance and expert advice to a range of UNRWA posts that discharge regular (programme budget), emergency, and project functions.

3. DUTIES, RESPONSIBILITIES, IMPACT AND WORK RELATIONSHIPS OF THE JOB:

The incumbent:

3.1	Coordinates Third-Party Monitoring (TPM) efforts for designated Agency-wide, field and headquarters interventions supported by the Government of Japan.
3.2	Defines the focus of TPM interventions to ensure that they : (i) are implemented in line with approved intervention documents; (ii) include assessment of beneficiary satisfaction with the assistance measures under focus (to ensure that intervention goals are achieved); and (iii) ensure that resources are employed in an effective, accountable, and transparent manner.
3.3	In support of TPM efforts, the incumbent <ul style="list-style-type: none"> (i) identifies, solicits, and manages contracts with TPM service providers; (ii) compiles and provides relevant UNRWA documentation for TPM service provider review; (iii) ensures the quality and relevance of draft TPM monitoring plans, sampling methods and data collection tools; (iv) facilitates TPM site visits, remote monitoring and stakeholder engagement; (v) coordinates the UNRWA review of interim and/or final TPM monitoring reports to ensure factual accuracy, completeness and adherence to the agreed-upon terms of reference; (vi) Monitors timelines to ensure the timely submission of TPM deliverables and reports; and (vii) coordinates the reporting of TPM to the Programme Board and other relevant stakeholders.
3.4	Leads the development, issuance, and institutionalization of an UNRWA TPM framework, including monitoring methodologies, sampling strategies, data collection tools, and protocols.
3.5	Develops standardized templates for core TPM deliverables, including interim and final monitoring reports, to promote consistency and quality across the Agency.
3.6	Provides expert advice, technical support, and capacity-building on TPM and results-based project management to UNRWA staff at headquarters and in the fields.

3.7	Contributes to the broader project portfolio management function by offering strategic input, technical guidance, and coordination support across departments and divisions, as required.
3.8	Based on TPM findings, develops analytical reports with actionable recommendations for UNRWA field offices and headquarters departments and divisions.
3.9	Continuously enhances the quality, consistency, and reliability of TPM data collection, analysis, and reporting processes.
3.10	Perform other duties as may be assigned by the supervisor.

4. MINIMUM QUALIFICATIONS

4.1. Academic and Professional qualifications (as applicable)

Required academic qualifications

4.1.1. An advanced university degree (Master’s Degree or equivalent) from an accredited educational institution in social/applied sciences, development studies, statistics, international relations, law, public/business administration, economics, or a related field.

Professional qualifications

4.2. Nature and extent of required relevant experience

4.2.1. At least seven years of progressively responsible and relevant experience in planning, monitoring processes, quality assurance, project/programme management and capacity development in large governmental, non-governmental or international organizations.

4.2.2. Unless already serving as an international staff member in the UN Common System, at least two continuous years of relevant international experience outside UNRWA and outside the country(s) of citizenship is required.

4.3. Language

Excellent command of written and spoken English.

4.4. Competencies

UN Core Values of Integrity, Professionalism and Respect for Diversity, and Core Competencies of Communication, Working with People and Drive for Results apply by default.

Functional	
i.	Analyzing
ii.	Planning and Organizing
iii.	Relating and Networking
iv.	Applying Technical Expertise

Leadership	
i.	Creating and Maintaining Impact and Partnership
ii.	Creating and Maintaining Impact and Partnership

4.5. Other Competencies not listed under Functional and Leadership

Proven coordination skills; strong competency in conceptualizing, designing and implementing strategic third-party monitoring and reporting frameworks.

5. DESIRABLE QUALIFICATIONS

5.1. Excellent knowledge of advanced statistics and results-based monitoring and reporting, including experience in sampling techniques and the use of computer software in support of monitoring, reporting and statistical analysis.

5.2. Knowledge of the Middle East environment and culture.

- 5.3. In-depth understanding of political, social and economic issues in the Region.
- 5.4. Experience in UNRWA, the UN system or a comparable international organization.

6. APPROVAL OF JOB DESCRIPTION

Director of Human Resources

T. B. [Signature]
Signature

June 26, 2025
Date

7. ACKNOWLEDGEMENT OF RECEIPT OF COPY OF JOB DESCRIPTION

I have been informed of the duties and responsibilities of the post which I occupy, and understand the requirements as outlined above. I have been provided with a copy of this job description.

Incumbent Name

Signature

Date