

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

#### **I. General Information:**

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Title:

Associate Executive Officer

Sector of Assignment:

Executive Office of Commissioner-General

Country:

occupied Palestinian territories

Location (city):

Jerusalem

Agency:

UNRWA

#### **II. Supervision:**

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Name of Supervisor:

TBC (Under recruitment)

Title of Supervisor:

Senior Advisor, Policy

Content and methodology of supervision:

*(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)*

The supervisor will provide general guidelines within which the incumbent will operate with a level of independence while reverting for advice and guidance when required. The incumbent will be integrated into the workplans of the Executive Office and will thus need to coordinate work with the supervisor as well as with the broader Executive Office team.

The supervisor will meet with the incumbent on performance feedback according to the Agency's performance appraisal and evaluations system. In addition, the supervisor will provide ongoing feedback and guidance, as needed.

#### **III. Duties, Responsibilities and Output Expectation**

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Please include percentages for each duty:

*(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)*

The Associate Executive Officer provides support to the Secretariat of the Advisory Commission, housed in the Executive Office, and the Executive Office, as follows:

##### Advisory Commission (60%)

The Associate Executive Officer supports the preparation and organization of the meetings of the Advisory Commission and its subsidiary bodies as well as related field visits organized for Member States, including document and agenda preparation, meeting facilitation, minute-taking, scheduling matters, and operational and logistical elements.

The Associate Executive Officer supports the liaison function between the UNRWA Member States and the Secretariat, engaging directly (with supervision) with Member States and the different Bureaus (Chair and Vice-Chair(s)). S/he works on and promotes advance planning for meetings and processes according to stipulated timelines to ensure awareness of deadlines and timely delivery and circulation of documents.

#### **IV. Qualifications and Experience:**

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Education (only Master's degree or equivalent):

*(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)*

Advanced university degree, political or social sciences, or related field.

Work Experience (at least 1 to 2 years relevant work experience):

*(Indicate the desired work experience in key areas, if appropriate)*

At least 2-3 years of professional work experience in the specific sector of responsibility or related areas at the international level.

Key Competencies of the assignment:

*(Indicate technical knowledge, professional/language skills)*

- 1- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- 2- Positive attitude and strong analytical, interpersonal and communication skills.
- 3- Proven ability to independently plan, organize, and prioritize own work, work well under tight deadlines and handle multiple concurrent activities.
- 4- Proven ability in drafting and editing in English, particularly in analytical writing, report writing, minutes, and written communication on policy, operational and organizational development matters.
- 5- Proven ability to exercise initiative and resourcefulness necessary for prioritizing and completing multiple activities whilst maintaining a high-quality work product.
- 6- Ability to develop clear goals and identify priority activities and assignments.
- 7- Well developed organizational skills.
- 8- Proficiency in computer applications including word processing, excel, power point, graph and chart design, and databases.

Language:

- Excellent command of spoken and written English; must be able to draft and edit in English at a high professional level.

Desirable qualifications:

1. Working knowledge of Arabic language is considered an asset.
2. Knowledge of contemporary political and social issues of the Middle East.

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## **V. Learning Expectations:**

Upon completion of the assignment, the JPO will have / be able to...

*(Indicate training / learning activities, based on which learning programme will be structured. Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)*

The JPO will be exposed to the full spectrum of UNRWA operations at the executive, programme, field, and planning levels, providing the opportunity to understand the Agency's purpose, structure and implementation in an international and cross-cultural setting.

Learning activities- largely undertaken in the course of the work--will focus on knowledge of UNRWA operations and programmes in all five fields of operation (Jordan, Lebanon, Syria, West Bank and Gaza Strip), ensuring that decisions taken by the Executive Office are implemented and that information is properly and timely collected, analysed and shared.

Upon completion of the assignment, the JPO will have been extensively exposed to the operations of the United Nations; understanding the nature of its dynamics and how it interlinks with the local socio-economic and political situation. The incumbent will develop an understanding of the political considerations related to UNRWA's work in a sensitive context, including through working on the engagement by Member States in the Advisory Commission. The incumbent will gain insight into the strategic dimensions and direction-setting related to UNRWA's operations across programmes and fields of operation. The incumbent will observe and learn how decision-making at the highest level of UNRWA is prepared and implemented.

## **VI. Background Information:**

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*(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc.)*

UNRWA employs some 30,000 area and international staff across five fields of operation (Jordan, Lebanon, Syria, West Bank and Gaza Strip).

The challenges facing UNRWA are considerable, including those arising from the increasingly

unstable context in which UNRWA operates, a reality driven home by the long-term catastrophic conflict in Syria and the humanitarian crisis in Gaza, with impacts spilling across borders. Even outside the devastating impacts of multiple conflict-driven crises, conditions on the ground throughout the region pose an enormous challenge for Palestine refugees and UNRWA. The occupation of the Gaza Strip and the West Bank, including East Jerusalem, continues to constrain life for refugees in extreme ways. In Gaza, the illegal blockade has had a ruinous effect on the economy and the Strip is faced with the prospect of becoming unliveable unless urgent remedial action is taken. The situation for Palestine refugees in Lebanon is exacerbated by a lack of rights and socio-economic exclusion. In Jordan, Palestine refugees also face hardships, including increasing numbers living in abject poverty. These factors together point to the unsustainability of the Palestine refugee situation.

Against this backdrop, UNRWA faces ever increasing demands of Palestine refugees for critical services essential to their human development, i.e., health, education, social services, protection, and emergency assistance. However, the consequences of the global economic recession have resulted in a situation where voluntary contributions to UNRWA cannot keep pace with the legitimate demand for services, requiring UNRWA to enter a period of transformational change and austerity, whilst keeping the needs of Palestine refugees front and center.

The Executive Office aims to lead and sustain change Agency-wide, manage high-level strategic decision-making, be a catalyst for cooperation Agency-wide and manage sensitive issues and diverse risks deriving from both the external and internal environment.

The Advisory Commission is UNRWA's Member State body and incorporates several subsidiary bodies, with the Secretariat providing support and facilitation to the functioning of the mechanism.

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**VII. Information About Living Conditions at the Duty Station:**

*(Indicate briefly the main characteristics of the place of assignment)*

Place of assignment is East Jerusalem, occupied Palestinian territory with frequent travel to Amman, Jordan and occasional travel to other Fields of Operation.

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**Approved by:**

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**Submitted by:**

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20 September 2023