

TERMS OF REFERENCE

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR: No

I. General Information:

Title: **Associate Sustainable Procurement Officer (P2)**

Sector of Assignment: **Central Support Services Division, Procurement Logistics and Supply**

Country: **Jordan**

Location (city): **Amman**

Agency: **UNRWA**

II. Supervision:

Name of Supervisor: TBC (Under recruitment)

Title of Supervisor: Head of Procurement Logistics and Supply

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)

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan for each year. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor, the Head of Procurement Logistics and Supply. This work plan will be reviewed fortnightly, with progress reporting done on a monthly basis.

Evaluation: The Head of Procurement Logistics and Supply will hold Performance Appraisal sessions with the JPO on a monthly basis. Constructive feedback will be provided on a continuous basis as to how the JPO can improve his/her skills and further development.

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to record the JPO's performance on an annual basis.

Orientation briefings will be provided upon arrival at the duty station, focusing on:

- UNRWA organizational needs and structures with respect to HQ and the Fields;
- Introduction to HQ and field colleagues
- Ethics, the humanitarian principles including neutrality, and safety and security;
- Procurement at UNRWA and other courses on Moodle
- JPO's specific TOR;
- UNRWA CSSD expectations.

III. Duties, Responsibilities and Output Expectations:

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)

Within the framework of the JPO Programme and within delegated authority, the incumbent will perform the following duties:

- Support in reviewing and updating the UNRWA Procurement policies and procedures to be compatible with the sustainable practices within the UN. (25%)
- Developing and implementing strategies to improve sustainability performance, focusing on areas such as reducing carbon footprint. (20%)
- Monitoring and evaluating the progress of sustainability initiatives, recommending adjustments as necessary. (15%)

- Support in the development of sustainability reports, including data collection, analysis, and communication of results. (15%)
- Enhancing the company's capacity and knowledge in sustainable practices by drafting guidance notes, presentations and training. (10%)
- Suggesting ways to embed all three dimensions of sustainability – environmental, economic and social – into UNRWA procurement and operation activities. (10%)
- Performs other duties as assigned. (5%)

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

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

- Master's degree in a relevant field, such as procurement, supply chain management, business administration, environmental studies, economics, international business, logistics, contract and commercial law, commerce and trade, or related area.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

- At least 2 years of relevant work experience in procurement or supply chain management, preferably with a focus on sustainability.
- Experience in implementing sustainable procurement policies, developing strategies and guidelines, negotiating contracts and agreements with sustainability criteria and requirements, communicating and reporting on the sustainability outcomes and benefits of the procurement process, engaging and collaborating with stakeholders to promote sustainability awareness and best practices in the supply chain, providing training and guidance to other procurement professionals and internal clients on how to apply sustainability principles and practices in their procurement activities will be an asset.
- Excellent command of spoken and written English is required.
- Knowledge of Arabic will be an advantage.

Other competencies of the assignment:

- Professionalism: Shows pride in work and in achievements; demonstrates professional competence and command of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations.
- Technical Knowledge: Understanding of sustainable procurement.
- Proficiency in computer applications including ERP systems, internet, word processing, spreadsheets and databases.
- Planning and Organizing: Prioritizes activities and assignments; adjusts priorities as required; Monitors and adjusts plans and actions as necessary; Able to deal with competing demands and unforeseen events and requirements.
- Communication: Speaks and writes clearly and effectively; listen to others, correctly interprets messages from others and responds appropriately; asks questions to clarify; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed;
- Teamwork: Resourcefulness, good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with clients and colleagues.

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.)

Learning activities, largely undertaken in the course of the work, will focus on knowledge of UNRWA operations and policies in all five fields (Jordan, Lebanon, Syria, West Bank and Gaza Strip).

Upon completion of the assignment, the incumbent will have been extensively exposed to a wide range of stakeholders at all levels within the organization.

He/She would have an in depth understanding of the sustainability considerations for main categories of procurement spent within UNRWA such as food, medicine, construction, consultancy services and IT.

The JPO will have gained an understanding of the nature of Agency dynamics and its links with the local socio-economic and political situations; will have learnt how operations are managed in the UN system and particularly the function relevance to support the implementation of UNRWA's programmes

By the end of the assignment, the incumbent will have honed communication and presentation skills and learnt to work in a challenging environment with a range of institutional and commercial stakeholders and work in a diverse UN humanitarian agency in the Middle East.

VI. Background Information:

(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 human development and humanitarian services encompass primary and vocational education, primary health care, relief and social services, infrastructure and camp improvement, microfinance and emergency response, including in situations of armed conflict. The mandate of the Central Support Services Division (CSSD) is to ensure continued efficient, effective and high-quality support for substantive programmes in Headquarters and Field Offices in the areas of procurement, logistics, property and asset management, fleet and transportation management, warehouse management, audit and compliance, and other general administrative services. CSSD is composed of 80 staff members.

UNRWA is in the process of finalizing a guidance document on sustainable procurement with the aim to provide a practical framework to support procurement, logistics, and supply practitioners in the implementation of sustainable procurement, supply, and logistics. To achieve the goals set out in UNRWA's Environmental Sustainability Strategy, the procurement process needs to incorporate key objectives into the daily procurement operational planning cycle and the JPO will be instrumental in concluding and implementing the guidance in UNRWA operations.

VII. Information About Living Conditions at the Duty Station:

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

Amman, Jordan, will be the regular place of residence and the candidate may be asked to travel between fields of UNRWA operation.

The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Jordan is bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west. The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35°C. The winter is colder with temperatures often dropping slightly below freezing.

Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors. Services in terms of banking, transportation, health and communications are easily available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman. The road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are several shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found; however, internationals tend to live in certain neighborhoods in which services and amenities are often found. It is worth noting that prices in Amman have generally increased in the past few years. There are no specific security threats. Amman is a very easy city in which to live; large, many amenities, very modern and serviced by Queen Alia International Airport (QAIA) with direct flights to most capital cities. According to the assessment of the UN Department of Safety & Security (UNDSS) Jordan is a family duty station (category A hardship). Amman has wonderful sites such as Roman Amphitheatre, The Citadel, Royal Automobile Museum, Old Downtown, Rainbow Street.

Approved by:

Name: Hanane Chreki

Title: Chief

Duty Station: Amman, Jordan

Agency / Unit: CSSD

Submitted by:

Name: TBC (Under recruitment)

Title: Head Procurement Logistics and Supply

Duty Station: Amman, Jordan

Agency / Unit: CSSD

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