

TERMS OF REFERENCE

Junior Professional Officers (JPO)

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

I. General Information:

Title:

Associate Digital Education Officer

Sector of Assignment: Department of Education, HQ, Amman

Country: Jordan

Location (city): Amman

Agency: United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

II. Supervision:

Name of Supervisor: Unai Sacona

Title of Supervisor: Deputy Director of Education

Content and methodology of Supervision:

WORK RELATIONSHIPS:

<u>Functional Title and Classification</u>	<u>Purpose</u>	<u>Frequency</u>
Deputy Director, Education Department, (P5)	Supervision, guidance and advice	Daily
Director of Education (D2)	Strategic guidance	As required
Senior Education Specialist (P4)	Coordination	As required
Chief of Education Programme Coordination, Chief TVET, and Chief Teaching and Learning	Coordination	As required
	Coordination	As required
Education staff in HQ and in the Five fields of operation information Management and Technology Department (IMTD)	Coordination	As required

III. Duties, Responsibilities and Output Expectations:

1. Support the Agency Wide (HQ and fields) efforts to digitalize the education system, as per the UNRWA ICT4E Strategy and its implementation plan. (40%)
2. Support the preparation for internal and external meetings on a wide range of issues, including Management Committees, Hosts and major Donors, UN Country Team and Security Management Team Meetings; (20%)
3. Develop of concept notes / policy papers on Digital Education, Green Education and Quality Education, among other priorities, based on international good practices. Identify

opportunities to digitalize the education system at its different levels. (20%)

4. Oversees the preparation of various regular and ad-hoc reports on digital education issued by the Education Department for submission to UNRWA HQ and Fields; (15%)

5. Performs such other duties as may be assigned. (5%)

V. Qualifications and Experience:

A university (Master's) degree in education / development studies. or a related discipline.

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

A minimum of 2 years of relevant work experience, which should be in an international organization or setting.

Experience on Digital Education implementation at national or region, with focus on pedagogy, level as an asset.

Key Competencies of the assignment:

Proven excellence in drafting, particularly in analytical writing, report writing, and written communication on policy, and organizational development matters;

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to independently plan and prioritize own work, work well under tight deadlines and handle multiple concurrent activities;
- Positive attitude and strong analytical, interpersonal and communication skills;
- High levels of political and organizational awareness;
- Proven ability to exercise the initiative and resourcefulness necessary for prioritizing multiple clusters/components;

Desirable qualifications:

- Knowledge of Education Systems and Education Management;
- Knowledge of contemporary issues relating to the Middle East and the Palestine refugee question in particular;
- Knowledge of the UN system

Language:

- Excellent command of written and spoken English. Knowledge and command of Arabic would be an asset.

V. Learning Expectations:

The incumbent will be exposed to an exciting and innovative environment on digital education, he/she will be exposed to national, regional and international experience and will become an expert on digital education, in a complex operational reality and a unique protracted refugee situation.

Orientation activities provided to the incumbent will focus on: UNRWA organisational needs with respect to the fields, the background and motivation for the Agency's institutional development recommendations, the JPO's specific TOR, and UNRWA

management expectation.

Throughout the two years, the JPO will be exposed to the full spectrum of UNRWA operations, including at the executive and programmatic levels in order to clearly understand UNRWA's purpose, structure and the implementation of its Education programmes in an international and cross-cultural setting. During the assignment, the incumbent will be exposed to and learn about the full spectrum of UNRWA operations with a focus on the Education Programme at the headquarters level.

The JPO will develop and understanding of:

General:

- UNRWA - its role, mandate and operational procedures and challenges,
- Planning, implementation, monitoring, and reporting at the Department of Education.
- Working effectively in a professional and multicultural team

Specific:

- Effective communication skills and reporting
- Programme management basics and fundamentals
- Monitoring and evaluation of education programmes
- Establishment of sound, effective and sustainable administrative systems and processes.

Upon completion of the assignment, the JPO will be extensively exposed to the operations of UNRWA across all fields of operation and the UN programme management architecture. The incumbent will learn how research and information is relevant to supporting the implementation of UNRWA's programmes; how to set priorities and how to effectively communicate in order to obtain attention from local interlocutors; and finally to work in a diverse UN humanitarian agency in the Middle East. The incumbent will also learn how decision-making at the highest level of UNRWA is formulated, decided and implemented.

VI. Background Information:

UNRWA operates 706 elementary and preparatory schools in its five fields of operation, including eight secondary schools in Lebanon, providing free basic education for some 543,075 Palestine refugee children. In addition, technical vocational training and higher education is provided at eight Vocational Training Centres for approximately 8,000 Palestine refugees in all fields of operations and for 2,009 students in 2 educational science faculties (teacher training institutes, one in the West Bank and one in Jordan).

School children in UNRWA schools follow the host authorities' curricula and textbooks. UNRWA supplements these with its own materials on human rights.

UNRWA's 2023-2028 Medium Term Strategy clearly identified education at the core of UNRWA as the third objective is: Palestine refugees complete inclusive and equitable quality basic education. For UNRWA Education is central to the human development process. It has personal and interpersonal dimensions, contributing to individual empowerment and the overall good of society. The right to education is a basic element of the international human rights framework and is enshrined in national legislation in almost all nations as well as in SDG4 on quality education for all.

UNRWA approved its ICT4E strategy to digitalize the education sector, as part of the wider effort to modernize UNRWA. The Education teams in the different fields are working to ensure the adequate implementation of the strategy, as per the implementation plan. The next years (2024-2026) are key to ensure the success long-

term digitalization strategy.

VII. Information About Living Conditions at the Duty Station:

Amman is a family duty station (Phase 1) according to the assessment of the UN Department of Safety and Security. There are no specific security threats. Amman has a variety of accommodation, restaurants and leisure activities. Primary and secondary education is available for the children of international staff members,

Approved by:

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Date of Submission:
29 October 2017