

TERMS OF REFERENCE

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR: New Request

I. General Information:

Title: Associate Development and Reporting Officer

Sector of Assignment: In the sector of housing, camp improvement and socio-economic infrastructure development

Country: Jordan

Location (city): Amman

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

II. Supervision:

Name of Supervisor: Vijay Neekhara

Title of Supervisor: Head, Housing and Camp Improvement Division, Infrastructure and Camp Improvement Department, UNRWA, HQ, Amman

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)

A yearly plan with outputs will be discussed and agreed upon. Performance accomplished will be reviewed every six months. In addition, meetings on regular basis will be conducted involving other staff members, as required to discuss and review progress.

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)

- 1) Supports the Programme in the area of socio-economic infrastructure, environmental infrastructure, shelter/housing and urban planning interventions;
- 2) Coordinates feedback from staff, regularly updates data and documents; develops reports in collaboration with the staff members;
- 3) Monitor programme works including participatory urban planning, housing, construction works etc. to ensure compliance with the set standards and procedures in the Agency.
- 4) Support the Programme team in the development of guidelines, procedures, manuals etc., as required.
- 5) Contributes and supports in all aspects of the Programme including urban planning & design; construction works, housing etc.
- 6) Support the Head, Housing and Camp Improvement Division in the development works. Assist in the analysis of data, lessons learnt from works, reviewing information systems, ensuring that quality and standards are in line with ICIP instructions/guidelines and good practices;

Output expectations:

First year: A good understanding of ICID functions and works. Develop reports and monitor works

and provide technical support in developing guidelines/manuals etc. in the sector of housing, camp improvement and socio-economic infrastructure.

Second year: Develop reports & provide technical support in developing guidelines/manuals etc.. Monitor works ensuring compliance, transparency, accountability and efficiency in the sector of housing, camp improvement and socio-economic infrastructure.

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)

A Master's degree in urban planning or architecture or civil engineering or develop studies or equivalent.

Experience : A minimum of 2 years relevant professional experience in the development sector; reporting, and monitoring of urban planning and construction and development works;

Desirable: Experience in project management; Experience of working for the welfare and promotion of socio-economically disadvantaged groups in developing countries.

Language: Working knowledge of Arabic (desirable).

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

- (i) Comprehensive understanding of the built environment in socio-economically disadvantaged groups in developing countries.
- (ii) Ability to write technical reports about the works/projects;
- (iii) Excellent communication and presentation skills in English;
- (iv) Proven social inter-personal skills, ability to work well in multi-cultural contexts;

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.)

During the first year, the JPO will be trained on the Agency's established policies and relevant technical instructions and in particular about the works related to camp improvement, housing and socio-economic infrastructure. JPO will learn about the living conditions of Palestine refugees in camps. S/he will get a good experience and training along with good orientation about the works done by the Agency in improving the living conditions of the Palestine refugees.

In the second year, the JPO will further learn and experience about ICID works. S/he will learn more about standards, procedures etc. and details while developing guidelines, manuals etc. related to ICID functions.

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.)

The Infrastructure and Camp Improvement Programme (ICIP) was created in 2007 to improve the quality of life of the Palestine refugees, particularly camp residents living in substandard conditions. This is being achieved by means of integrated social and physical actions which promote environmentally and socially sustainable camps. ICIP is mainly concerned with comprehensive improvement of the built environment, including safe and adequate shelter, particularly to the poor refugees, and integrated improvement of the physical, socio-economic, environmental infrastructure and environmental health in the camps and within UNRWA facilities inside and outside the camps. ICIP's responsibility involves a mixture of direct services to the refugees as well as enabling functions that provide the tools and foundations through which services can be successfully executed.

There are 25 staff members (2 internationals and 23 area staff specialized in different sectors such as housing, architecture, urban planning, construction management, environmental etc.). If needed, we share the ICIP-HQA organogram.

VII. Information About Living Conditions at the Duty Station:

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

Amman, Jordan is a family duty station according to the assessment of the UN Department of Safety and Security. There are no major specific security threats. Amman is a modern city with many international agencies and expats living in it. City is served with all modern key amenities, facilities and have an international airport.

Jordan has a population of almost ten million. It is bordered by Syria to the north, Iraq to the north-east, Saudi Arabia to the east and south, as well as the West Bank and Israel to the west. The nation has a Mediterranean climate with hot, dry summers and cool, damp winters. August is the hottest month and January the coolest. The average temperature in Amman ranges from 4 to 12 degrees Celsius in January to 18 to 32 degrees Celsius in August.

The principal ethnic majority are the Jordanians of Bedouin Arab origin. Palestinian Arabs comprise over 40 per cent of the population, while Arabs as a whole constitute 98 per cent of the population. Other ethnic minorities include the Circassians, Armenians, and Kurds. The people of Jordan are welcoming and warm to visitors.

The official religion of Jordan is Islam. 93 per cent of the population is Sunni Muslim, while Christians account for 5 per cent.

The official language is Arabic while the people speak a dialect which is common to Syria, Lebanon and areas of Iraq. English is also widely understood.

Jordan has quite an advanced healthcare system, although services are highly concentrated in Amman. Many medical professionals available in Amman are licensed and/or trained abroad and return to Jordan to set up their own medical practice. Doctors are proficient in English.

Jordan offers a wide variety of international primary and secondary education options including the US, British and French systems, as well as bilingual Arabic-English domestic programmes.

A wide range of housing options exist in Amman. Luxurious private villas as well as large to small apartments are available, either furnished or unfurnished. Generally, apartments are found through agents, personal reference or strolling through desired neighbourhoods looking for "for rent" signs.

Several international airlines offer daily services between North America, Europe, Middle Eastern countries and the Far East. Amman's Queen Alia International Airport is 40 minutes from downtown Amman.

Modern grocery shopping centres, full service malls and movie theatres are readily accessible. There are numerous fitness centres and several clubs that offer gyms, swimming, playgrounds and other amenities.

Dead Sea and Aqaba hotels offer sophisticated resort holidays within easy driving distance of Amman. The historic sites of Petra, Jerash, Madaba and the desert castles are readily accessible and offer a unique insight into the rich history of the region. For the more adventurous traveller, hiking, cycling or rock climbing are available in the breath-taking Wadi Rum Desert, the wadis around the Dead Sea, the Eastern Desert or the northern wildlife reserves.

Approved by:

Name: Munir Manneh

Title: Director, Infrastructure and Camp Improvement Department, HQ

Duty Station: Amman, Jordan

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

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