

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

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

#### I. General Information:

Title: Associate Gender Officer

Sector of Assignment: Gender Section, Protection Division

Country: Jordan

Location (city): Amman

Agency: UNRWA

#### II. Supervision:

Name of Supervisor: Amrita Kapur

Title of Supervisor: Head Gender Section

##### 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)*

As a member of the Gender Section team, the Gender Officer will participate in weekly team meetings, fortnightly cross-field office gender meetings; a range of other meetings held with other team members to progress gender related initiatives; and bilateral meetings with the supervisor on a fortnightly basis.

A workplan will be developed aligned with both Gender Section plans and other team members' engagements, so the Gender Officer can benefit from peer learning and diversity of types of work depending on areas of expertise, interest and desired areas of professional growth. Structured feedback sessions will be on a monthly basis, but ad-hoc feedback will be provided to enhance the value of 'learning on the job'.

#### 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)*

Substantive support to Field Offices and Department to gender mainstream involving: supporting gender mainstreaming training, coordinating across Programmes, providing input on programme and project documents (50%: Y1 & Y2)

Substantive support to assist colleagues to implement and monitor Gender Action Plans involving: providing requested advice on gender-specific initiatives under Gender Action Plans, liaising across Departments on gender initiatives, communicating and coordinating on key performance indicators and their measurement in Gender Action Plans (20%: Y1 & Y2)

Supporting the development and sharing of gender-specific resources including: assisting with developing material for gender courses for UNRWA staff, supporting the delivery and M&E of these courses (10%: Y1 & Y2)

Supporting Gender Section team members on different projects and workstreams, including engagement in meetings with colleagues, research and analysis support, producing research briefs, supporting the Head of the Gender Section on an ad-hoc basis (20%: Y1 & Y2).

#### 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)*

Master's degree or equivalent from an accredited educational institution in Social Sciences, project management, gender or a related field. Two years additional experience with an undergraduate degree may be accepted in lieu of a Master's degree

Key Competencies of the assignment:

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

**Professionalism:** demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; exhibiting qualities such as accountability and integrity, and the acknowledgement and assumption of responsibility for actions and decisions.

**Analyzing:** ability to conduct independent research to identify and analyse policy and practice issues and formulate options in making recommendations; ability to conduct necessary fact-finding including interviews;

**Applying technical expertise:** knowledge of gender and GBV issues, policy and practice; knowledge of gender mainstreaming; technological awareness with a good knowledge of Microsoft Office applications;

**Creativity:** ability to produce a range of creative solutions to problems; contributes innovative approaches and insights;

**Communication:** speaks and writes clearly and effectively; listens to others, interprets messages from others and responds appropriately; tailors' language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed;

**Client orientation:** ability to manage conflict; uses humour appropriately to enhance relationships with others; recognizes disagreements and tensions between individuals and attempts to resolve or ease them.

**Integrity:** an ability to work honestly, openly, impartially and in accordance with the values of the United Nations; serves as a role model that other people want to follow.

**Language(s):**

- Fluency in English;
- Arabic is desirable.

**Desirable qualification:**

Understanding of UN organizations system.

#### V. Learning Expectations:

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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.)*

Year 1

Learning/training activities include: engagement/participation in training activities including on gender mainstreaming, and the new mandatory gender e-course

**Learning outcomes will include:**

- A broad understanding of UNRWA's mandate, its critical programmes and services for the Palestine refugee population;
- An in-depth understanding of current UN system-wide standards and activities gender

- equality and improving organizational culture
- A specialized understanding of the role of the Gender Section in achieving UNRWA mandate and increasing the agency performance effectiveness;
- Experience in developing strategies, action plans, risk assessments and mitigation strategies, and monitoring and reporting in a United Nations context
- Enhanced knowledge and skills in coordination, training, education, and outreach, policy support and standard setting.
- Understanding how gender mainstreaming is applied in practice across UNRWA's Programmes and Field Offices
- Ability to apply key gender concepts to support colleagues in adopting a gender-responsive approach in their work
- Ability to apply technical knowledge to generate gender resources for colleagues across the Agency
- Ability to draft gender-related documents for the Section including briefs, short reports, and thematic summaries

## Year 2

Learning/training activities include: engagement on specific GBV thematic courses created in Year 1

Learning outcomes will include the capacity to:

Apply gender mainstreaming strategies and tools to support colleagues across different Programmes and Field Offices

Critically analyse and explain the key aspects of gender thematic priorities

Evaluate activities and initiatives for the contribution to UNRWA's gender action plan performance

Review gender-related documents and provide technical input to promote gender-responsiveness

## **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.)*

Gender equality is an integral part of UNRWA's commitment to the welfare, human development and protection of Palestine refugees. The Agency endeavours to deliver on this commitment through its service design as well as through its inclusive institutional governance and culture for its staff.

UNRWA adopts the dual-track approach to gender mainstreaming: a) at the organisational level to develop gender-sensitive organisational culture and management practice; and b) at the programme level to enhance UNRWA's gender-responsive service delivery to Palestine refugees given the particular vulnerabilities and differing needs, interests, capacities, and coping strategies of women and men, girls and boys. UNRWA also continues to address gender-based violence (GBV) specifically, both within different Programmes such as Health, RSS and Protection, and collaboratively across Programmes and Field Offices.

The Gender Section, within the Protection Division, leads on Agency-wide gender-related initiatives and on gender mainstreaming within Protection. This is an exciting time to work with this team, as UNRWA's new Gender Strategy 2023-28 will be finalized in November 2023, and the accompanying Gender Action Plan will involve significant substantive engagement on gender across all of UNRWA's five fields of operation. In early 2024, Field Offices will develop their annual Gender Action Plan, and UNRWA will start to implement initial steps in its Agency-Wide Gender Action Plan. This will require continuous engagement from dedicated gender experts within the Gender Section, providing technical advice and input to a range of colleagues, developing gender resources for use across the Agency, and conceptualizing new gender-related initiatives.

The Gender Section will have approximately 4 team members (of which one is a national staff member) in 2024, and may be supported by Masters graduate interns as was the case in 2023. There are approximately 15 Protection colleagues working within the same office location in Amman, and over 100 staff work at UNRWA's Headquarters Amman office. Accordingly there is great scope for the Gender Officer to engage substantively and progressively more senior ways over time, as they develop collegial relationships and institutional knowledge.

Please note that in the online version you will be asked to upload an updated **organigramme**.

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

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

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. 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 neighbourhoods 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:**

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Name:

Title:

Duty Station:

Agency / Unit:

### **Submitted by:**

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Name:

Title:

Duty Station:

Agency / Unit:

Date of Submission: