

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

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

#### I. General Information:

**Title:** Associate Procurement Policy and Compliance Officer, P2

**Sector of Assignment:** Policy and Compliance Monitoring Section within the Central Support Services Division (CSSD)

**Country:** Jordan

**Location (city):** UNRWA Headquarters Amman with remote support to Field offices

**Agency:** United Nations Relief and Works Agency for Palestine Refugees in the Near East

#### II. Supervision:

**Name of Supervisor:** Asma AlHashaikeh

**Title of Supervisor:** Acting Head of Policy and Compliance Monitoring (PCM)

#### Content and methodology of supervision:

- Scheduled weekly meetings with the supervisor to discuss ongoing activities, challenges, and priorities. The meeting will include immediate, informal two-way feedback to allow timely adjustments.
- Every two months, a more comprehensive meeting to assess progress against long-term goals, review compliance metrics.
- Mid-year and year end formal evaluations to assess overall performance against the established work plan. This includes reviewing KPIs, compliance audits.

#### III. Duties, Responsibilities and Output Expectations:

The JPO will support the compliance and monitoring of procurement and vendor management units in line with organizational policies. This role will play a crucial part in enhancing compliance and strengthening internal controls, with a key focus on driving policy changes and ensuring adherence to procurement standards.

#### Key Responsibilities:

- 1. Monitoring and Compliance**
  - Assist in reviewing procurement processes to ensure adherence to internal policies, donor requirements, and UN procurement standards.
  - Conduct regular spot checks of procurement files and processes to identify and address compliance gaps.
- 2. Vendor Vetting**
  - Support the vetting process for vendors and suppliers, ensuring all potential suppliers meet the required due diligence standards.
  - Establish a follow-up mechanism with field offices to close any of the findings of the compliance reviews or spot checks.
- 3. Audit Support**
  - Collaborate with internal and external auditors by providing documentation and clarification during procurement audits.
  - Support in closing the audit recommendations and follow up in a timely manner.
- 4. Procurement Policy:** Support the procurement and administration services team in developing policies, procedures and SOP in the areas of procurement, administration and logistics.
- 5. Training and Capacity Building:**

- Develop and deliver training materials to build capacity within the procurement and compliance teams on best practices for vendor vetting and procurement compliance.
- Assist in rolling out compliance monitoring tools and dashboards to track progress and identify areas for improvement.

#### IV. Qualifications and Experience:

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**Academic:** An advance (master's) degree from an accredited educational institution in Supply Chain Management, Procurement, Audit, Logistics, or related field

**Experience:** A minimum of 2 years of relevant experience in procurement logistics, audit, compliance, or vendor vetting.

Familiarity with procurement policies and strong analytical skills with a focus on risk management and process improvement.

**Key Competencies of the assignment:**

**Applying Technical Expertise:** Ability to use knowledge in procurement and compliance processes to ensure best practices and efficiency.

**Organizing and Planning:** Strong ability to structure tasks, prioritize, and manage time effectively to deliver results within deadlines.

**Results Driven:** Focused on achieving tangible outcomes, with a commitment to meeting objectives and improving processes.

**Teamwork:** Excellent ability to collaborate and work effectively in diverse, cross-functional teams, fostering a cooperative and productive work environment.

**Languages:** Fluency in English required; knowledge of another UN language is desirable.

#### V. Learning Expectations:

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Upon completion of the assignment, the JPO will have:

- Gained a comprehensive knowledge of the organization's procurement policies, guidelines, and regulations.
- Understood the importance of compliance in procurement processes and the role of monitoring in ensuring adherence.
- Learned to analyse procurement data and metrics effectively to assess performance against established KPIs.
- Developed proficiency in procurement software and tools used for monitoring and reporting.

#### VI. Background Information:

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The Policy and Compliance Monitoring Section in the Central Support Services Division is tasked with maintenance, updates and monitoring compliance with the existing policies related to procurement, inventory management, fleet and asset management.

During the duration of the JPO contract, the incumbent will be mainly working on:

- Monitoring the compliance and issuance of the related regular reporting
- Vendor Vetting
- Audit Support
- Develop capacity building training material in the related areas

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

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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 breathtaking Wadi Rum Desert, the wadis around the Dead Sea, the Eastern Desert or the northern wildlife reserves.

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**Approved by:**

**Name:** Hanane Chreki

**Title:** Chief Central Support Services Division

**Duty Station:** Amman

**Agency / Unit:** UNRWA, Chief Central Support Services Division

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**Date of Submission:** 23 October 2024

