

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, P2

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
Education staff in HQ and in the Five fields of operation	Coordination	As required
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 from an accredited educational institution 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 in education 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.

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 are 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.

Approved by:

Name: Julia Dicum
Title: Director, Department of Education

Duty Station: HQ Amman
Agency / Unit: UNRWA
Email: j.dicum@unrwa.org

Submitted by:

Name: Unai Sacona
Title: Deputy Director of Education

Duty Station: HQ Amman
Agency / Unit: UNRWA

Email: u.sacona@unrwa.org

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