

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title: Associate Legal Officer, P2

Sector of Assignment: Field Legal Office, Jordan Field Office

Country: Jordan

Location (city): Amman

Agency: UNRWA, Jordan Field Office

II. Supervision:

Name of Supervisor: Josianne Muc

Title of Supervisor: Head, Field Legal office

Content and methodology of supervision: Overall supervision by the Head, Field Legal Office for functional planning and coordination on assignments and key tasks. Regular informal meetings/follow-up on daily tasks. Mid-term (6 months) review of progress against work plan and annual Performance Evaluation.

III. Duties, Responsibilities and Output Expectations:

As a member of the Field Legal Office, the JPO is assigned various responsibilities depending on the key needs for support to the Agency's operations. The JPO will assist the Field Legal Office in providing legal and technical advice to the Jordan Field Office. The JPO will assist the Head, Field Legal Office in ensuring the consistent interpretation and application of the Agency's regulatory framework and international law and in providing legally sound, timely, easily applied, politically sensitive and consistent advice on matters related to UNRWA's operations in the Field. Specifically, the JPO may:

- Conduct legal research and analysis on the interpretation and application of public international law, including United Nations law, international human rights, humanitarian and refugee law and practices, particularly in relation to the protection of Palestine refugees and the provision of humanitarian assistance to them.
- Assist with the drafting, review and negotiation of all types of field-related contractual modalities, including contracts for procurement of goods and/or services, the construction and maintenance of buildings, use of land, lease agreements, memoranda of understanding, related to Field operations and in support of the Agency's delivery of services to the Palestine refugees.
- Assist the supervisor with advising on the status and mandate of the Agency, the privileges and immunities and related responsibilities of the Agency and its personnel.
- Supports the Agency's operations by providing legal advice, training, outreach and assistance on matters relating to administrative and employment law, including on matters related to investigation and disciplinary processes.
- Advise on resolution of contractual and tortious claims against the Agency and its staff members in their official capacity, including assisting the supervisor in overseeing, supporting and conducting negotiations and settlements.
- Develops and delivers training programs to UNRWA employees working in the areas of operations on topics relevant to the legal framework of UNRWA.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent): Advanced university degree (Master's or equivalent) from an accredited educational institution in law.

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

- A minimum of two years' experience in law is required, with experience in the United Nations, other international organizations, government service, the commercial/private sector, or NGOs.
- Experience in drafting legal texts is required.
- Experience in humanitarian, contract, commercial, administrative or employment law is an asset.
- Knowledge of Middle Eastern politics, culture and history is an asset.

Key Competencies of the assignment:

- Excellent command of written and spoken English.
- Ability to establish and maintain effective working relationships with others in a diverse team environment.
- A high level of written and verbal communication skills and practical writing experience in a legal context, including the ability to present information and data in a clear and instructive manner, combined with superior skills in legal writing, analysis, and expression in form of drafting legal opinions, papers, and positions.
- Strong analytical and evaluative skills combined with sound judgment, including the ability to apply legal knowledge and practice to strategic, policy, and operational objectives.
- Highly developed negotiation skills, with the ability to positively influence others to reach mutually benefiting understanding.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have:

- An improved knowledge of UNRWA's mandate and Palestine refugee issues.
- An improved capacity to support operations through the provision of legal services.
- An improved understanding of the UN system and related legal issues and of complex humanitarian contexts.
- An improved communication and legal drafting skills, including drafting legal opinions, official letter to government entities, contracts and Memorandum of Understanding.
- An improved understanding of the legal framework applicable at UNRWA and of the United Nations.
- An improved negotiation skills and ability to positively influence others and to navigate sensitive political environment.
- An improved analytical and evaluation skills and capacity to make sound recommendations, in a concise and effective manner.

On-the-job training and coaching will be given by the Head, Field Legal Office in relevant areas. Possibilities for further study may include online courses and self-study.

VI. Background Information:

UNRWA is mandated to provide assistance and protection to some five million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, the West Bank, and the Gaza Strip to achieve their full potential in human development, pending a just solution to their plight. UNRWA's services encompass education, health care, relief and social services, camp infrastructure and improvement, microfinance, and emergency assistance. UNRWA is funded almost entirely by voluntary contributions. UNRWA is the largest UN operation in the Middle East, with more than 30,000 staff. Most of these staff are refugees themselves working directly to benefit their communities - as teachers, doctors, nurses or social workers.

The Jordan Field Office, UNRWA provides technical and operational direction, supervision and monitoring to the delivery of the Agency's programmes of education, health, relief and social services, infrastructure and camp improvement at field level; develops and implements the field's strategic and operational plans and budget, responds to emerging needs, working to directly influence the protection and care of Palestine refugees. The Field Legal Office provides legal assistance to the Jordan Field Office management and staff in order to facilitate its operations. The Legal Field Office is composed of about 10 members (staff members, non-staff personnel and interns) who are either working on legal matters or as translators (Arabic to/from English).

VII. Information About Living Conditions at the Duty Station:

The JPO will reside in Amman, Jordan which is a family duty station. It is currently at UNDSS security level LOW and has an ICSC hardship classification A. As is the case for UN staff and partners, the JPO will make his/her own arrangements for housing and transportation to and from work. 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.

Jordan residents use cars to travel within Amman, and between the capital and neighbouring cities. Taxis are inexpensive and readily available. Buses operate within Amman and between Amman, the Dead Sea resorts, Aqaba and Wadi Rum. 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.

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.

Amman has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on location. 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. The Jordanian Dinars (JOD) is the currency in Jordan. The time zone is GMT +3 hours.

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

Approved by:

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Submitted by:

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