

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Associate Projects Officer, P2

Sector of Assignment:

Programme Planning

Country:

Jordan

Location:

Amman

Agency:

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

II. Supervision:¹

Name of Supervisor:

Irene Jurado

Title of Supervisor:

Head, Strategic Project Management Office, Department of Planning

Content and methodology of supervision:

Fortnightly one-to-one sessions with his/her supervisor, supported by a detailed work plan that will be elaborated within 2 months of the JPOs arrival. Formal review of the work plan and performance will take place every six months, in line with standard UNRWA performance review processes. The Department of Planning also convenes team meetings on a regular basis.

III. Duties, Responsibilities and Output Expectations:

A. Implementation of project and portfolio methodology (55%):

- Supports the consistent implementation of project and portfolio methodology in managing the Agency's strategic project portfolio, ensuring alignment with the Agency's strategic vision and objectives.
- Supports the optimization of project performance across all Agency projects to ensure the timely delivery of project objectives, including oversight with regard to the project management lifecycle.
- As part of the Department of Planning Strategic Project Management Office, oversees the Agency's strategic project portfolio by balancing the portfolio to meet organisational outcomes. This includes developing an annual priority project list, ensuring project approval gates are observed and enforced, conducting project quality assurance assessments and advising on project and portfolio accountability.
- Provides assessments and reports on project performance including portfolio reporting and project progress reporting, project tolerance assessments, the identification of constraints and risks and enforcing project escalation points.
- Interacts with internal and external stakeholders and across Agency organizational levels including the management of HQ departments, field offices and the executive office; represents the Department of Planning in relevant meetings and committees and coordinates closely with the External Relations and Communications Department and Finance Department to ensure the effective and efficient attainment of set objectives.

B. Guidance support and development (30%):

- Supports the enhancement, maintenance, and proper operation of the Agency's project governance architecture in alignment with relevant Organisational Directives, including assisting with the revision and rollout of the of the UNRWA Project Procedures Manual.
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C. Capacity development and knowledge management (15%)

- Supports the continued efforts of the Department of Planning to further institutionalise project management and improve its services, Agency-wide, through training development and implementation, periodic standards reviews, the development and deployment of appropriate project management tools, research on project management best practice and actively applying lessons learnt.

IV. Qualifications and Experience:

Education:

Master's degree or equivalent from an accredited educational institution, in project management, business administration or any other relevant subject.

Work Experience:

At least two years of professional experience, preferably at the international level, in the areas of strategic planning and/or project management.

Key Competencies of the assignment:

- Understanding and proven application of programme / project cycle management
- Excellent writing skills
- Strong interpersonal, negotiation and communications skills, with proven ability to work in teams comprising individuals from diverse backgrounds
- Strong organisational and time management skills
- Ability to efficiently and effectively produce high-quality outputs under tight deadlines and manage multiple tasks simultaneously
- Ability to be creative and strategic for effective planning, problem solving and decision making
- Familiarity with Palestine refugee issues

V. Learning Expectations:

Upon completion of the assignment, the JPO will have:

- Developed a deep understanding of all aspects of programme / project cycle management in relation to UNRWA's humanitarian and development activities
- Developed a good understanding of the UNRWA project procedures manual and associated guidance
- A sound understanding of UNRWA's mandate, work, organisational structure and operating environment
- Gained an in depth understanding of the aid architecture in UNRWA's areas of operations
- Negotiated projects across Agency programmes and Field Offices

VI. Background Information:

UNRWA's Department of Planning provides coordination and technical support for the Agency's fields of operations and programme and support departments and divisions. It serves as a focal point for policy, strategy development and quality assurance. In addition, the Department of Planning leads in the development of a number of priority issue areas including the programme / project cycle management methodology, results based management, programmatic partnership support and efforts to strengthen the Agency's capacity for strategic planning, integrated programme and project monitoring and results reporting.

VII. Information about Living Conditions at the Duty Station:

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:

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Title:
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Date of Submission:
13 October 20

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