

## TERMS OF REFERENCE

### Junior Professional Officer (JPO)

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

#### I. General Information:

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**Title:** Associate Sudden Onset Emergency Officer, P2

**Sector of Assignment:** Emergency Response / Planning

**Country:** Jordan

**Location (city):** Amman

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

#### II. Supervision:

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**Name of Supervisor:**

Ana Nikonorow

**Title of Supervisor:**

Senior Emergency Officer

Content and methodology of supervision:

1. Weekly one-on-one meetings to review progress and address challenges.
2. Monthly feedback sessions to assess performance against established work plans and goals.
3. Ongoing guidance and support on daily tasks, with formal mid-year and end-of-year performance evaluations.

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

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##### Support Emergency Response Operations (40%)

- Assist in the coordination and implementation of UNRWA's emergency response to sudden onset crises, including conflict escalations, natural disasters, and mass displacements.
- Participate in the rapid assessment of humanitarian needs and contribute to developing response plans focusing on health, shelter, food security, cash assistance, and protection.
- Help mobilize resources, including emergency teams and materials, for field operations.

##### Monitoring and Reporting (35%)

- Support the development of emergency monitoring tools and ensure the collection of real-time data on crisis responses.
- Prepare situation reports, briefing notes, and internal updates for senior management on the evolving humanitarian situation and response activities.
- Assist in evaluating emergency interventions to identify best practice and lessons learned for future responses.

##### Capacity Building and Training (25%)

- Contribute to training sessions for UNRWA staff and partners on emergency preparedness and response strategies.
- Assist in developing and revising Standard Operating Procedures for sudden onset emergencies.

##### Partnerships and Coordination (10%)

- Contribute to strengthening existing partnerships with key humanitarian actors in emergency-prone areas of UNRWA operation. Support the Agency's participation in inter-agency emergency clusters, as needed.

#### **IV. Qualifications and Experience:**

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##### Education:

- Master's degree or equivalent from an accredited educational institution in social or behavioural science, development studies, peace studies, public or business administration or a related field.

##### Work Experience:

- At least two years of professional experience, preferably at the international level, in the areas of humanitarian assistance and/or development programming and/or programme management / coordination.

##### Key Competencies of the assignment:

- Strong interpersonal, negotiation and communications skills, with proven ability to work in teams comprising individuals from diverse backgrounds
- Excellent coordination, research and writing skills
- Strong organisational and time management skills
- Good judgment and decision-making skills
- Ability to produce high-quality outputs efficiently and effectively under tight deadlines and manage multiple tasks simultaneously
- Ability to be creative and strategic for effective planning, problem solving and decision making

#### **V. Learning Expectations:**

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Upon completion of the assignment, the JPO will have:

- Gained hands-on experience in coordinating large-scale emergency responses and supporting field operations in crisis situations.
- Developed expertise in monitoring and evaluating emergency interventions and preparing comprehensive situation reports.
- Enhanced skills in assessment of needs, resource mobilization, and coordination.

##### **Year 1:**

- Orientation to UNRWA's emergency response mechanisms, with direct involvement, if a humanitarian crisis unfolds, in at least one major sudden onset crisis response.
- Increased responsibility for supporting the management of emergency operations, including leading the monitoring on specific sudden onset emergency workstreams.
- Training on UN inter-agency coordination and emergency tools.

##### **Year 2:**

- Deeper engagement in capacity building initiatives and coordination.
- Leading key workstreams in relation to the implementation of after-action review (of any given UNRWA emergency response) recommendations.

#### **VI. Background Information:**

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UNRWA operates in five fields (Gaza, West Bank, Syria, Lebanon, and Jordan), providing critical humanitarian assistance to an eligible registered population of over six million Palestine refugees. Protracted crises, combined with frequent sudden onset emergencies, require UNRWA to maintain a robust and adaptive emergency response system. The JPO will be a key part of the Department of Planning's Emergency Team, supporting field operations and working closely with international and area staff. UNRWA's emergency response efforts focus on the provision of health, education, shelter, food assistance and protection services. The UNRWA HQ Amman houses the regional coordination for sudden onset emergency response, where this position will be based.

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

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Amman is a stable family duty station for international staff, with modern amenities, high-quality healthcare, and international schools. While Jordan remains politically stable, its proximity to regional conflicts requires a heightened awareness of security protocols. The city offers a vibrant cultural life and a mix of modern and traditional lifestyles.

**Approved by:**

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**Name:**

Edwin Berry

**Title:**

Acting Director, Department of Planning

**Duty Station:**

Amman, Jordan

**Agency / Unit:**

Department of Planning

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Date of submission:

13 October 2024

**Submitted by:**

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