

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

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

#### **I. General Information:**

Title:

Special Assistant to the Director of Education

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: Julia Dicum

Title of Supervisor: Director of Education

Content and methodology of Supervision:

#### **WORK RELATIONSHIPS:**

<b><u>Functional Title and Classification</u></b>	<b><u>Purpose</u></b>	<b><u>Frequency</u></b>
Director, Education Department, (D2)	Supervision, guidance and advice	Daily
Deputy Director for Education (P5)	Coordination, guidance and advice	Daily
Chief of Education Programme Coordination, Chief TVET, and Chief Teaching and Learning	Coordination	As required
DE Office Administrative staff	Coordination	Weekly, or as required
Education staff in HQ and in the Five fields of operation	Coordination	Weekly, or as required

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

1. Supports the DE in managing the work of the Education Department including structural and programmatic aspects of education programme delivery; drafts and coordinates the preparation of documentation on operational and policy issues and provides written and oral briefings on these issues. (20%)

2. Provides substantive support to the DE in preparation for internal and external meetings on a wide range of issues, including Management Committees, Hosts and major Donors, UN Country Team and Senior Management Team Meetings. (15%)

3. Acts as the Secretariat for the External Education Advisory Group (EEAG); organizing

meetings, virtual and in-person, keeping minutes, facilitating members' engagement with UNRWA between meetings; and other duties as necessary. (5%)

4. Undertakes a key role in addressing a range of educational programmatic and/or operational areas. (10%)

5. Follows-up, as required, on the implementation of decisions and on other matters referred by the DE with Field Offices and other Headquarters Departments which contributes to optimal flow of information; oversees the preparation of various regular and ad-hoc reports issued by the Education Department for submission to UNRWA HQ and Fields. (15%)

6. Establishes and/or maintains appropriate contacts and liaison with a variety of education stakeholders, including UN offices and other specialized agencies on a national, regional and global level; seeks and recommends strategic opportunities for engagement and for ensuring UNRWA's representation at Global Education events. (15%)

7. Maintains and monitors the flow of and ensures the timely review and approval of documents, financials, reports, etc. (15%)

8. Performs other duties as may be assigned by the supervisor. (5%)

## **V. Qualifications and Experience:**

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A university (Master's) degree 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, which should be in an international organization or setting.

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:**

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The 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, 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 Educational programmes in an international and cross-cultural setting. During the assignment, it is hoped that the incumbent will be exposed to and learn about the full spectrum of UNRWA operations with a focus on the Education Programme HQA 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 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. The incumbent will learn how research and information is relevant to support 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:**

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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.

## **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 breath-taking Wadi Rum Desert, the wadis around the Dead Sea, the Eastern Desert or the northern wildlife reserves.

### **Approved by:**

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Title: Director, Department of Education

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### **Submitted by:**

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25 September 2023