

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

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

#### I. General Information:

Title:

Associate Liaison Officer (P-2)

Sector of Assignment:

UNRWA Representative Office, New York (RONY)

Country:

USA

Location (city):

New York

Agency:

UNRWA

#### II. Supervision:

---

Name of Supervisor:

Ms. Greta Gunnarsdottir

Title of Supervisor:

Director, UNRWA Representative Office, New York

Content and methodology of supervision:

*(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)*  
Director of UNRWA Representative Office, New York, establishes Office's work plan and tasks JPO and other staff accordingly; regularly briefs and advises JPO; reviews / edits JPO's work on regular basis. JPO is also guided and advised by other staff members daily. JPO will participate in regular staff meetings. S/he is encouraged to demonstrate certain independence, as appropriate, considering heavy demands on the Office's small staff.

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

---

Please include percentages for each duty:

*(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)*

- Develops and maintains a network of contacts with external partners in New York. Attends meetings with relevant counterparts by also exploring cooperation opportunities and promotes UNRWA's work. 30%
- Assists RONY in raising the profile of the Agency and awareness of problems affecting Palestine Refugees, considering sensitivities surrounding the subject, vis-à-vis RONY's interlocutors in New York, including UN entities, Member States, private sector, universities, think tanks and others. 20%
- Assists with the organization of events that promote UNRWA's interests, as well as visits of UNRWA staff to New York. It includes conceiving programmes, setting up of meetings and all other necessary arrangements under the supervision and guidance of D/RONY and Senior Liaison Officer (SLO)/ Liaison Officer (LO). 20%
- Provides general support to the work of the Office in New York by attending meetings, at UNHQ and elsewhere, and drafting notes and analytical reports on contents of the discussions as appropriate to the Agency. 20%
- Performs any other tasks as required by D/RONY and office needs. 10%

#### IV. Qualifications and Experience:

---

**Education:** A Master's Degree from an accredited educational institution in International Relations,

Public Administration, Law, Communication, Journalism or related field.

**Experience:** At least two years of professional experience in the public sector, such as in government, in international organizations or a major NGO. S/he must have proven familiarity with Middle East political issues and/or multilateral humanitarian issues, especially those related to the situation faced by long-term refugees and/or IDPs. A proven capacity to work independently, and in a small flexible team, on assigned tasks is required.

**Key Competencies of the assignment:**

- Experience handling member-state relations and/or resource mobilization from governmental and other institutional sources for humanitarian and development projects;
- Ability to maintain good professional relations with a variety of interested stakeholders in different professional and cultural settings;
- Ability to develop clear goals, independently plan and prioritize your own work, work well under tight deadlines and handle multiple concurrent activities;
- Positive attitude, strong analytical, interpersonal, organizational and communications skills;
- Demonstrated teamwork skills; demonstrated skills in working with others and ability to handle sensitive issues;
- Willingness and ability to handle details and follow-up on issues actively, including a demonstrated track record of taking initiative;
- Knowledge of project cycle management, including proposal design and reporting, and logical framework analysis;
- Understanding of budget and planning requirements;
- Excellent computer skills;

**Desirable qualifications:**

- A proven capacity to work independently, and in a small flexible team.
- Strong inter-personal skills and a high standard of drafting in English are essential.
- Knowledge of Arab-Israeli conflict and UNRWA's mandate / role.
- Knowledge of UN system, including basic policy and operational issues, as well as role of inter-governmental structures (General Assembly, Security Council, Main Committees, etc.)

**Language:**

- Fluency in spoken and written English. Knowledge of Arabic or another official UN language is desirable.

---

**V. Learning Expectations:**

Training prior to placement not applicable for incumbent as the JPO has already been working in UNRWA and has familiarity of the organization.

Incumbent will be thoroughly briefed on UN procedures and the work of RONY by D/RONY and will learn from the experience of working in a representative office.

---

**VI. Background Information:**

*(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc.)*

Item III above provides an outline of the function of the JPO.

The Office's staff consists of a Director, Senior Liaison Officer, Liaison Officer and Administrative Assistant.

---

**VII. Information About Living Conditions at the Duty Station:**

*(Indicate briefly the main characteristics of the place of assignment)*

Please refer to OHRM and ICSC resources for information regarding New York City.

**Approved by:**

---

Name: Greta Gunnarsdottir

Title: Director

Duty Station: UNRWA Representative Office, New York

Agency / Unit: g.gunnarsdottir@unrwa.org

**Submitted by:**

---

Name: Greta Gunnarsdottir

Title: Director

Duty Station: UNRWA Representative Office, New York

Agency / Unit: [g.gunnarsdottir@unrwa.org](mailto:g.gunnarsdottir@unrwa.org)

Date of Submission: 6 September 2024