

TERMS OF REFERENCE

Junior Professional Officers (JPO)

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

I. General Information:

Title: **Associate Finance Officer – Reporting, P2**

Sector of Assignment: Finance

Country: Jordan

Location (city): HQ Amman

Agency: UNRWA

II. Supervision:

Name of Supervisor: Joby Mathew

Title of Supervisor: Deputy Director of Finance and Chief of Accounts

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)

The JPO will be provided with in-depth orientation and on-going guidance and supervision by the Deputy Director of Finance and Chief of Accounts and other senior team members of the Department of Finance. Relevant Finance staff will work with the JPO on a day-to-day basis to ensure that the selected JPO understands his/her duties and responsibilities and performs his/her work with due diligence.

The Deputy Director of Finance and Chief of Accounts will hold Performance Appraisal sessions with the JPO at regular scheduled intervals. Constructive feedback will be provided on how the JPO can improve his/her skills and further development.

Orientation briefings will be provided upon arrival at the duty station, focusing on:

- a. UNRWA organizational needs and structures with respect to HQ and the Fields;
- b. Ethics, the humanitarian principles including neutrality, and safety and security;
- c. JPO's specific TOR;
- d. UNRWA management expectations.

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)

1. Reporting (50%)
 - a. Participate in the preparation of financial reports, presentations, and dashboards for internal and external stakeholders.
 - b. Follow up on issues arising from the monthly/periodic financial reports.
 - c. Draft and review different types of financial and analytical reports, guidance notes and minutes during meetings.
 - d. Assist with the preparation of monitoring reports of budget forecast, actuals and expenditures, including variances and variations.
 - e. Contributes to the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
 - f. Participate in the needs assessment for management reports and the development, design and testing in the Enterprise Resource Planning (ERP)
2. Audit & Compliance (25%)
 - a. Support senior managers during internal and external audits and propose corrective action on audit findings as required.
 - b. Assist in compliance related activities and initiative and contribute to implementing and monitoring internal controls.
 - c. Review financial records and supporting documents ensuring completeness and accuracy.
3. Strategic initiatives and special projects (25%)
 - a. Participate in the formulation of policies, guidelines and strategies related to the financial and administrative components.

- b. Support with system development and process improvement initiatives.
 - c. Collaborate on special projects, providing support as needed, such as in process improvement, data analysis, and policy development.
 - d. Design and develop training materials for in-presence and online workshops and conferences.
4. Perform other duties as may be assigned by the supervisor(s).

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)

Master's degree in business administration, public administration, economics, international business, accounting or related area.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

At least 1 to 2 years of relevant work experience with prior exposure to business administration with focus on finance, reporting, audit, compliance and related fields.

Knowledge of or experience in data science, data analytics and data visualization with the ability to derive actionable insights from complex datasets would be an asset.

Languages:

1. Excellent command of spoken and written English.
2. Knowledge of Arabic would be an asset, although not necessary.

Other competencies of the assignment:

- Professionalism: Exercise due professional care when dealing with complex cases, in conformity with UNRWA procedures and policies. Analytical skills and ability to make sound judgments.
- Technical Knowledge: Broad understanding of procurement and asset management processes, ability to identify risks and propose mitigating measures.
- Proficiency in computer applications including ERP systems, internet, word processing, spreadsheets and databases.
- Planning and Organizing: Prioritizes activities and assignments; adjusts priorities as required; Monitors and adjusts plans and actions as necessary. Able to deal with competing demands and unforeseen events and requirements.
- Communication: Speaks and writes clearly and effectively. Able to write in a concise manner with a proper flow of thought. Excellent English drafting and editing skills.
- Teamwork: Resourcefulness, good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Ability to develop and maintain effective working relationships with clients and colleagues.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

(Indicate training / learning activities, based on which learning programme will be structured.

Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)

Learning activities, largely undertaken in the course of the work, will focus on knowledge of UNRWA operations and policies in all five fields (Jordan, Lebanon, Syria, West Bank and Gaza Strip), ensuring that information is properly analysed and processed to support regular and strategic activities including the elaboration and deployment of innovative solutions aimed at increasing efficiency and efficacy over finance operations, financial management, financial information and reporting, data analytics, financial statement preparation, audit and compliance.

Upon completion of the assignment, the incumbent will have been extensively exposed to the organizational systems strategically defining the management, deployment and control of Agency-wide operations throughout HQ and all Field Offices (Jordan, West Bank, Gaza, Syria, Lebanon); will have gained an understanding of the nature of Agency dynamics and its links with the local socio-economic and political situations; will have learnt how operations are managed in the UN system and particularly the function relevance to support the implementation of UNRWA's programmes; will have gained substantial experience on how to effectively communicate with a

range of institutional and commercial stakeholders and work in a diverse UN humanitarian agency in the Middle East; will have gained in knowledge of operational challenges in the area of finance operations and financial management.

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.)

UNRWA human development and humanitarian services encompass primary and vocational education, primary health care, relief and social services, infrastructure and camp improvement, microfinance and emergency response, including in situations of armed conflict.

The mandate of the Department of Finance is to provide leadership, technical advice and guidance in managing all aspects of UNRWA's financial management and advises the Commissioner-General and Field Directors and HQ Department Directors on all financial matters. The Finance Department is composed of several divisions: Accounts and Budget Divisions, the Treasury and the Area Staff Provident Fund Secretariat at Headquarters.

The Department of Finance plays a central role in the development of policies, processes and systems and in driving reforms and systems enhancements aimed at an optimal utilization of financial resources reflecting the Agency's strategic objectives and priorities in a decentralized environment.

VII. Information About Living Conditions at the Duty Station:

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

Amman, Jordan, will be the regular place of residence and the candidate may be asked to travel between fields of UNRWA operation.

The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Jordan is bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west. The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35°C. The winter is colder with temperatures often dropping slightly below freezing.

Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors. Services in terms of banking, transportation, health and communications are easily available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman. Road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are several shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found; however, internationals tend to live in certain neighborhoods in which services and amenities are often found. It is worth noting that prices in Amman have generally increased in the past few years. There are no specific security threats. Amman is a very easy city in which to live; large, many amenities, very modern and serviced by Queen Alia International Airport (QAIA) with direct flights to most capital cities. According to the assessment of the UN Department of Safety & Security (UNDSS) Jordan is a family duty station (category A hardship). Amman has wonderful sites such as Roman Amphitheatre, The Citadel, Royal Automobile Museum, Old Downtown, Rainbow Street.

Approved by:

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Submitted by:

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