

TERMS OF REFERENCE

Junior Professional Officers (JPO)

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

I. General Information:

Title: **Associate Protection from Sexual Exploitation and Abuse and Sexual Harassment (PSEAH) Officer**

Sector of Assignment: **Ethics Office**

Country: **Jordan**

Location (city): **Amman**

Agency: **UNRWA United Nations Relief and Works Agency**

II. Supervision:

Name of Supervisor: **Natalie Tabar**

Title of Supervisor: **Coordinator of UNRWA's Sexual Misconduct Task Force**

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 candidate of this post is responsible to the Coordinator of UNRWA's Sexual Misconduct Task Force and will be part of the Ethics Office team. S/he will be supervised through structured and unstructured methodologies, specifically through the following: a) review of written outputs and reports; b) observation and feedback through technical advisory sessions; c) monthly output-based reviews to track against workplan achievements; e) weekly status meetings to talk about progress, challenges and roadblocks;

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)

The candidate is expected to undertake the following roles and responsibilities:

- Supports the Coordinator of UNRWA's Sexual Misconduct Task Force (CSMTF) in the coordination and implementation of UN system-wide initiatives on PSEAH;
- Supports the revision, dissemination and monitoring of Agency-wide policies and guidance on PSEAH-related matters;
- Supports the development and roll out of UNRWA's PSEAH risk assessment processes and coordinates with colleagues in Fields and Programmes to develop and monitor risk mitigation plans;
- Supports the design and implementation of monitoring and evaluation and accountability tools for the prevention and response to sexual misconduct;
- Contributes to the development or revision of Agency-specific training and awareness raising tools on PSEAH for personnel;
- Support the development of an Agency-wide strategic plan and related guidance and tools for increased community outreach and empowerment on PSEA;
- Assists the CSMTF in conducting research and providing technical advice to PSEA and Ethics Focal Points;
- Supports the CSMTF in planning, organizing, and follow up of meetings with UNRWA's Sexual Misconduct Task Force and the PSEA Focal Points;
- Assists the CSMTF with the drafting of core strategic documents including Ethics Office Annual workplan, progress reports and statistical updates;
- Assists in the preparation of briefing notes and other documents in relation to UNRWA's work with Chief Executive Board (CEB) Task Force on Sexual Harassment and the Office of the

- Special Coordinator on improving the UN response to sexual exploitation and abuse;
- Assists the Chief of Ethics in Agency-wide efforts on culture change; and
- Performs other duties as assigned.

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)

An advanced university degree (Master's or equivalent) from an accredited educational institution in social sciences, public administration, gender, law, human rights, international development, business administration or a related area.

Experience:

A minimum of two years of relevant experience in planning and programming related to sexual exploitation and abuse, sexual harassment, gender-based violence, staff misconduct and discipline, gender mainstreaming, compliance/risk management and/or humanitarian affairs.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

- **Professionalism:** demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; exhibiting qualities such as accountability and integrity, and the acknowledgement and assumption of responsibility for actions and decisions.
- **Analyzing:** ability to conduct independent research to identify and analyse policy and practice issues and formulate options in making recommendations; ability to conduct necessary fact-finding including interviews;
- **Applying technical expertise:** knowledge of safeguarding issues, policy and practice; knowledge of compliance and risk management; demonstrated understanding of gender, equity and human rights based approaches; technological awareness with a good knowledge of Microsoft Office applications;
- **Creativity:** ability to produce a range of creative solutions to problems; contributes innovative approaches and insights;
- **Communication:** speaks and writes clearly and effectively; listens to others, interprets messages from others and responds appropriately; tailors' language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed;
- **Client orientation:** ability to manage conflict; uses humour appropriately to enhance relationships with others; recognizes disagreements and tensions between individuals and attempts to resolve or ease them.
- **Integrity:** an ability to work honestly, openly, impartially and in accordance with the values of the United Nations; serves as a role model that other people want to follow.

Language(s):

- Fluency in English;
- Arabic is desirable.

Desirable qualification:

- Understanding of UN organizations system.

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.)

During the assignment, the candidate will have the opportunity to undertake several learning activities which will give the JPO incumbent an excellent orientation of PSEAH and gender related international standards and activities. The JPO candidate will be required to complete the following UNRWA mandatory courses: a) UNRWA Ethics E-learning; b) United to Respect: Prevention of Sexual Harassment and other Prohibited Conduct c) Prevention of Sexual Exploitation and Abuse (PSEA) d) Social Media and Neutrality; e) other trainings from UNRWA departments. The

candidate will also be involved in coordinating and updating UNRWA's PSEAH action plan, developing an Agency-wide risk assessment and mitigation plan, revising and monitoring policies, and updating trainings.

Upon the completion of the assignment, the JPO will have:

- A broad understanding of UNRWA's mandate, its critical programmes and services for the Palestine refugee population;
- An in-depth understanding of current UN system-wide standards and activities on Sexual Exploitation and Abuse and Sexual Harassment, as well as other initiatives (gender equality and improving organizational culture)
- A specialized understanding of the role of the Ethics Office in achieving UNRWA mandate and increasing the agency performance effectiveness;
- Experience in developing strategies, action plans, risk assessments and mitigation strategies, and monitoring and reporting in a United Nations context
- Enhanced knowledge and skills in coordination, training, education, and outreach, policy support and standard setting.

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.)

Sexual exploitation and abuse (SEA) and sexual harassment (SH) are gross violations of the trust and duty of care UNRWA has towards both Palestine refugees and our staff. Such acts violate rights, cause potentially life-long trauma and harm, create toxic and unwelcome workplaces, and undermine the central purpose of UNRWA's role in delivering services in accordance with United Nations (UN) and humanitarian principles. As an employer of over 30,000 personnel and a direct service provider to Palestine refugees, UNRWA recognizes the importance of maintaining a safe and inclusive environment. Our capacity to help Palestine refugees achieve their full potential in human development depends, amongst other things, on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct.

The standards of conduct applicable to UNRWA personnel are grounded in the United Nations Charter, which provides that staff shall display the highest standards of integrity, and the United Nations as an organisation is rooted in universal values of humanity and human rights. SEA and SH (collectively 'sexual misconduct') are incompatible with these values.

Addressing the problem of sexual misconduct is a top priority for the Agency. UNRWA's operational mandate to run schools, health clinics, relief, infrastructure, and emergency services creates a heightened responsibility to prevent and respond to SEA and SH whenever and wherever it occurs. The issue is also a priority for the United Nations Secretary General, and this has generated a number of system-wide obligations that all UN entities must meet. Donors have also been emphasizing the requirement for partners to have stronger safeguarding measures in place for protection against SEA and sexual harassment.

The Ethics Office leads and coordinates the Agency's response, which is led by the Coordinator and a network of focal points at the HQ department and Field Office level. The focal points work to mainstream SEA and SH initiatives into existing programmatic activities to help support sustainability of the initiatives; to promote leadership of the initiatives within departments and fields; and to instill a greater sense of responsibility towards preventing and responding to sexual misconduct across the Agency.

The candidate will work directly with the Coordinator and closely with Ethics Office team members and focal points to implement key PSEAH initiatives and assist UNRWA to move forward in its mission to eliminate SEA and SH from UNRWA operations.

VII. Information About Living Conditions at the Duty Station:

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

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 neighbourhoods 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:

Name: Natalie Tabar

Title: Acting Chief of Ethics

Duty Station: Amman, Jordan

Agency / Unit: UNRWA, Ethics Office

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