

TERMS OF REFERENCE

Junior Professional Officer (JPO)

Please indicate if this ToR supersedes a previously submitted ToR:

No

I. General Information:

Title:

Associate External Relations and Projects Officer

Sector of Assignment:

Department of External Relations

Country:

oPt

Location (city):

East Jerusalem

Agency:

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

II. Supervision:

Name of Supervisor:

Paz Fernandez Herrero

Title of Supervisor:

Senior External Relations and Project Officer – Team Leader

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)

Weekly team meetings in a small format (5 staff members), an open-door policy on work-related issues – including on any issues related to assigned tasks and responsibilities.

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)

A university (Master's) degree in political science, international relations, business or public administration, law, economics, development or humanitarian studies or a related discipline.

Work Experience (at least 1 to 2 years relevant work experience):

(Indicate the desired work experience in key areas, if appropriate)

At least 2 years of relevant experience, which would include experience in fundraising, donor relations, political analysis, international cooperation, and project management in the context of the United Nations, donor governments or international non-governmental organizations.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

- 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:

- Knowledge of fundraising and advocacy (ideally on humanitarian or Middle East issues) is an asset
- Experience in the management of international cooperation projects;
- Knowledge of contemporary issues relating to the Middle East, including in particular and the Palestine refugee question;
- Experience working in the UN system.

Language:

- Excellent command of written and spoken English. Knowledge and command of French and/or Arabic would be an asset.

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.)*

Upon arrival, the incumbent will receive an Induction Training package. This will include information on UNRWA's mandate and operations in general and will be complemented by individual briefings with key team members in the External Relations Department and other relevant stakeholders which concentrate on the various objectives of the Departments.

The JPO will also benefit from an International Staff Induction Meeting organised by UNRWA headquarters on a regular basis, including briefings and presentations by key stakeholders from different fields and departments.

After six months the JPO will have extensive knowledge of UNRWA programmes, mandate and operational issues (depending on the security situation, the JPO may accompany the DRD Chief or ERCD Director to the Fields of Operations).

The JPO will have a first-hand understanding of the benefits and challenges of the Resources Mobilization Strategy of the Agency.

S/he will benefit from the experience and mentorship of his/her supervisor (SERPO) and other senior UN colleagues while having the opportunity to coordinate with UNRWA's 5 Fields of Operations i.e. Gaza, West Bank, Jordan, Lebanon and Syria. S/he will also learn how decision-making at the highest level of UNRWA is formulated, decided and implemented.

S/he will gain experience coordinating, developing and operationalizing successful initiatives in challenging cultural environments and have a better understanding of the UN's humanitarian mandate functioning within a difficult political context.

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 is a United Nations agency mandated by the U.N. General Assembly to provide assistance and protection to some 5.6 million registered Palestine refugees. The Agency's mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip achieve their full potential in human development, pending a just solution to their plight.

The External Relations Department (ERD) is headed by the Director of External Relations who has a direct reporting line to the Commissioner-General and UNRWA's Executive Office. The Department's main objective is to mobilize financial and political support from external partners for the Agency's needs and priorities. Within the External Relations Department, the JPO will work on donor engagement and fundraising, together with a team of international staff, local staff, consultants, other JPOs and interns. In a challenging international environment, the External Relations Department provides technical expertise and guidance, develops and drives policies and strategies, and helps coordinate UNRWA's internal and external efforts towards ensuring that the Agency obtains the resources it needs to deliver on its mandate.

VII. Information About Living Conditions at the Duty Station:

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

Jerusalem is a family duty station (Phase 1) according to the assessment of the UN Department of Safety and Security. There are no specific security threats. Jerusalem has a variety of accommodations, restaurants and leisure activities. Primary and secondary education is available for the children of international staff members,

Approved by:

Name:

Karim Amer

Title:

Director of Private Partnerships

Duty Station:

HQ Jerusalem

Agency / Unit:

UNRWA, Department of External Relations

Email: ka.amer@unrwa.org

Submitted by:

Name:

Paz Hernandez

Title:

Senior External Relations and Project Officer – Team Leader

Duty Station:

HQ Jerusalem

Agency / Unit:

UNRWA, Department of External Relations

Email: p.fernandez@unrwa.org

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