

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR:

#### I. General Information:

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Title:

Special Assistant to Director of UNRWA Affairs, Gaza

Sector of Assignment:

Office of Director

Country:

oPt

Location (city):

Gaza

Agency:

UNRWA

#### II. Supervision:

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Name of Supervisor:

Matthias Schmale

Title of Supervisor:

Director of UNRWA Affairs (D2)

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 work closely with the Director and the Deputy Directors on a daily basis.

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

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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)*

Drafts and coordinates the preparation of documentation on operational and policy issues for Gaza Field; provides his/her supervisor with regular written and oral briefings on these issues: 30%

Assists the Director in developing policies related to Gaza Field's service delivery, programme planning and operations, and keeps abreast of key issues facing UNRWA and Palestine refugees in Gaza and advises the Director on possible courses of action: 20%

Provides substantive support to the Director in preparation for internal and external meetings on a wide range of issues, including Management Committees, Major Donors and Implementation Group meetings, as well as oversee preparation of various regular and ad-hoc reports as required: 20%

Provides substantive support at Field level to visiting and resident missions in the preparation of reports and documentation on issues related to emergency and development assistance to Palestinians in the Gaza Strip: 15%

Manages the office of the DUO including ensuring effective maintenance of his/her Calendar, dealing with and tracking correspondence, calls and responses, preparing meeting notes,

arranging duty travel and completing miscellaneous administrative tasks: 10%

Performs such other duties as may be required: 5%

#### **IV. Qualifications and Experience:**

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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 degree in public/business administration, management, political or social science or other related field.

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

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

2 years of relevant work experience, involving inter alia:

- Correspondence and reporting on operational and policy matters, for leadership approval
- Very well planned and coordinated activity management and prioritization
- Attention to detail, timeliness and exposure to conflict and emergency settings

Key Competencies of the assignment:

*(Indicate technical knowledge, professional/language skills)*

Interpersonal skills, mature, independent, disciplined, loyal, self-confident and self-assured;

Excellent command of written and spoken English;

Good communication, negotiation skills and demonstrated ability to handle sensitive situations diplomatically;

Ability to work under pressure and within a team;

Politically aware while remaining impartial and discreet at all times;

Flexible, able to assess and analyse situations quickly, objectively and prudently;

Ability to establish priorities and to plan work assignments.

#### **V. Learning Expectations:**

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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.)*

The Induction Training will include information on UNRWA's mandate and operations in general whereas the briefings in the UNRWA Gaza Field Office (GFO) will concentrate on the various programmes and types of assistance provided by GFO.

Key learnings will include developing and maintaining effective working relationships with others in a team environment and with people of diverse backgrounds; managing goals and prioritizing activities and assignments from the Director; holding others accountable for substantive and timely inputs on a variety of matters; providing effective and efficient support to senior officials as well as coordination support to large number of stakeholders; report writing.

#### **VI. Background Information:**

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*(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.)*

The incumbent of this post performs under overall direction and guidance from the Office of the Field Director and reports to the Director of UNRWA Operations. He/she is responsible for supporting and assisting specifically DUA, as well as DDUOs. The incumbent will be responsible for providing advice and assistance on a range of issues directly connected to the Field Office.

Please note that in the online version you will be asked to upload an updated **organigramme**.

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

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

The security situation in Gaza is very fluid and requires strict adherence to changes in security measures. The security measures include movement restrictions (e.g. all movements to be done in armoured vehicles, certain areas only to be visited during daylight, and general curfew for international staff). Occasional disruption of crossing in and out of the Gaza Strip occurs. Accommodation is in relatively comfortable apartments with occasional power cuts etc. Availability of food and non-food items changes from day to day, with most basic items being available most of the time. Gaza hosts a small international community and a somewhat limited social life.

### **Approved by:**

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Name:  
David De Bold

Title:  
Senior Deputy Director (Operations)

Duty Station:  
Gaza

Agency / Unit:  
UNRWA

Email:

### **Submitted by:**

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Name:  
David De Bold

Title:  
Senior Deputy Director (Operations)

Duty Station:  
Gaza

Agency / Unit:  
UNRWA

Email:

Date of Submission:  
18 November 2020