



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

JUNIOR PROFESSIONAL OFFICER PROGRAM (JPO) Chiffre Nr. 2022-2-42

TERMS OF REFERENCE

I. General Information

Title: JPO Associate Information Management Officer

Sector of Assignment: Executive Office

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

Country and Duty Station: Amman, Jordan

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Please note that for participants of the JPO programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree)

II. Supervision

Title of Supervisor:

Neutrality Coordinator

Content and methodology of supervision:

Daily round ups with the supervisee and a weekly team meeting on humanitarian principles along with another weekly team meeting within the executive office. Feedback sessions against a work plan are also included.

Note that the daily round-ups reflect the fast paced working environment and not micromanagement. Should matters stabilise at any time within the agency so too will the regularity of these meetings.

III. Duties, Responsibilities and Output Expectations:

- Managing the development of pages detailing the application of humanitarian principles on the website. (5%)

- Develops an understanding of all of UNRWA database systems where information relating to the application of humanitarian principles is stored for the purposes of updating where the key gaps, inconsistencies and risks lie. (10%)
- Support the collection, storage, management, and protection of data relating either directly or indirectly to the application of humanitarian principles. (40%)
- Develops, maintains, upgrades or enhances existing information management systems: troubleshoots and provides continuing user support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems and ensures appropriate data security and access controls.(20%)
- Ensure consistency of data and results in relation to the application of humanitarian principles covering all UNRWA's field of operations. (10%)
- Support assessments and situation analysis process with analytical frameworks, data collection, and analysis (standards methodologies) (5%)
- Take part and report back on any relevant Information Management network at a regional level, including by creating networks with key focal points in other agencies and key INGOs. (10%)

IV. Qualifications and Experience

Education:

Master's degree in Social science, Statistics, Information Management, Physical science, Economics, Data Science, Geography, GIS, Engineering, Demography, Computer Science or other relevant field.

Work experience:

Minimum 2 years professional level job experience (external relations, donor relations, policy advocacy and programme) in humanitarian relief/Protection

Key Competencies of the assignment:

Essential:

- Experience with data sharing, data management and data analysis to support policy formulation and implementation.
- Ability to communicate in English as this is the working language of the duty station.

Desirable:

- Knowledge of national and international statistical systems; knowledge of international protection, human rights, and international humanitarian law
- Experience in data collection and analysis in field situations
- Knowledge of GIS and geo spatial systems and techniques
- Understanding of various due diligence mechanisms.
- Fluency in Arabic

V. Learning Expectations

Upon arrival in the duty station the JPO would be required to complete all mandatory e-courses which includes the social media and neutrality e-course.

Through regular meetings and research, the JPO would gain an advanced understanding of humanitarian principles in theory and in practice.

The JPO would learn about data collection, data management and analysis at HQ level including finding links between datasets.

Dependent on funding being available during the assignment, further learning on geo spatial systems and techniques could be supported.

VI. Background Information

Endorsed by two UN General Assembly resolutions, the Humanitarian Principles guide the work of all actors working in the humanitarian sphere. As an Agency with a humanitarian mandate – namely, to assist and protect Palestine refugees – the Humanitarian Principles not only guide UNRWA's work but make it possible. From ensuring the sanctity of our shelters in times of crisis, to maintaining access to the most vulnerable populations, to advocating on behalf of Palestine refugees, the principles of humanity, neutrality, impartiality, and independence are at the heart of all UNRWA operations.

Due to the intense and protracted conflicts in which UNRWA operates, and since the most basic humanitarian principles are impossible without neutrality, the Agency places special importance on this principle in all areas of its work. It is because of this that there are several ways that UNRWA upholds this principle which basically means not taking sides. Examples include training, vetting, discipline, and installation inspections. This is work that is beset with challenges including staff shortages, financial constraints, difficulty in movement and not least data.

The work is done from within the Executive Office and managed by the Neutrality Coordinator who reports directly to the Chief of Staff. 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

Location: The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. 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.

Weather: The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

Safety and Security: Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation.

Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

Transportation: Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

Health Services: Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

Language: The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-2-42 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de