United Nations JPO Programme

TERMS OF REFERENCE
22P285

Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Coordination

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Development affairs

Organization/Office:
United Nations / Office of the UN Resident and Humanitarian Coordinator for Jordan

Duty Station:
Amman, Jordan

[Non-Family Duty Station: yes ☐ / no X]
Family (staff member and eligible family members)

Duration:
1 year (with possible extension for another year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:
Head of Office

Content and methodology of supervision:
Establishment of a Work Plan: During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize his/her work plan, which will then be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance. Weekly meetings will also be arranged with the supervisor to assess progress and provide regular feedback to the JPO.

III. Duties, Responsibilities and Output Expectations

1) Strengthened data and evidence-based analyses, planning and reporting:
- Provide inputs and data to inform the UNCT's collective analyses, to assess/ monitor the implementation of the CF for 2023 - 2027 and measure the UN work in Jordan.
- Support the implementation of the UN Data Strategy by leading the development and implementation of an internal UNCT Jordan Data and Knowledge Management Strategy.
- Facilitate information sharing within the UN system as concerns data availability, gaps, and existing and/or planned assessments and analyses to cover those gaps and ensure non-duplication of efforts.
- Facilitate UN entities' contribution to relevant assessments and analyses.
- Support maintaining the internal UNCT data and knowledge management sharing platforms, including UNINFO, facilitating UNCT's own strategic data collection, and storage, and ensuring the establishment of evidence-based support to programmatic initiatives taken under the CF.
- Ensure existing UN or other stakeholder data platforms /systems complement each other to measure progress in the implementation of the 2030 Agenda in Jordan.
- Ensure a "One UN" approach vis-a-vis government's partners (e.g., Department of Statistics, MOPIC, etc.) related to data issues.
- Ensure UN's coherent support to MOPIC and Department of Statistics in relation to SDG data collection, management, and analysis, in support of the Government's SDG roadmap implementation.
- Facilitate engagement between the Department of Statistics and other actors, as needed, to improve data collection, analysis and management.
- Support the Joint UN-Government Task Force, coordinate its work, ensure effective cooperation with the Department of Statistics and other partners working on data.
- Support a mapping of needs for capacity building and strengthen knowledge and skills of the Joint UN-Government Data Task Force members on the UN Data Strategy.
- Coordinate UN's support efforts to strengthen knowledge sharing and capacity development on data collection, analysis and management and analysis for Government and civil society partners and ensure effective integration of human rights, gender, environment and environment-based approach to data collection and analysis.

2) Strengthened RC's system at the country level and enhanced impact of UN operations:
- Support the implementation of the new UN Cooperation Framework for 2023-2027 and the RC/HC office in managing the related governance structure, including results groups, and the Joint Steering Committee. Identify lessons-learned and good practices as concerns the implementation of the UN CF and support their sharing and scale up.
- Support the yearly updates of the Common Country Analysis (CCA).
- Support joint programmatic and advocacy initiatives in support of the SDGs.
- Support the implementation of the Efficiency Agenda at the country level to reduce operational duplications and costs and maximize efficiencies, in close cooperation with the Operations Management Team.
- Supports the RC's Office coordinating the implementation of the UNCT joint work plan.
- Support the RC's Office strengthening partnerships with external partners.
- Strengthen knowledge management within the UN system in Jordan.

IV. Qualifications and Experience

Education:
Advanced university degree in International Relations, Political Science, Law, Economics or in a related field of expertise.

Work experience:
- A minimum of 2 years paid working experience is required.
- International professional experience would be an asset.
- Experience in information management, data and evidence-based analysis and planning is required.
- Experience in programme management is required.
- Demonstrated knowledge of the SDGs and experience in their implementation would be an advantage.
- Experience in interagency coordination would be an advantage.
- Demonstrated knowledge of, and experience in the Middle East region would be an advantage.
- Knowledge of the UN and RC systems would be an advantage.

Languages:
Fluency in English is required.

Other skills:
- Ability to use graphic designer and information management programmes would be an advantage.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

Workforce Diversity
The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to…

Have an in-depth understanding of the 2030 Agenda and ways to implement it at the country level; Have extensive experience on implementing the UN Development System reform at the country level to enhance effectiveness and impact of UN operations; Coordinate large interagency analytical and planning processes; Engage with a broad range of stakeholders, including donors, national counterparts and civil society, to advance sustainable development; Manage information from across the system and other partners and use it strategically to advance Agenda 2030 in the country.

The JPO will benefit from the following training and learning opportunities:
- Training and capacity learning courses offered in partnership with UNDCO and the UNSSC.
- Use of the JPO training-related allocation for capacity building.

VI. Background Information

The UNCT in Jordan is comprised of 19 resident Agencies, Funds, and Programmes, namely: FAO, ILO, IOM, OCHA, UNDP, UNESCO, UNFPA, UN-Habitat, UNHCR, UNICEF, UNIDO, UNODC, UNOPS, UNRWA, UN Women, WFP, WHO, UNDSS, and the UNV. It also includes several entities without physical presence in Jordan, i.e. ESCWA, UNEP, UNDRR, IFAD, OHCHR (with a SHRA in RCO), UNIC and ITU. The The UN in Jordan employs about 2,700 people (this does not include UNRWA's field-based staff who count approximately more than 6,000 staff).

In 2022, the UN Country Team in Jordan developed its new UN Sustainable Development Cooperation Framework (UNSDF) that will guide the work of the UN family over the next five years, from 2023 to 2027. The new UN Cooperation Framework will focus on four main priorities jointly agreed with the Government of Jordan, namely:

1) Enhance gender-inclusive and green growth in Jordan that provides access to entrepreneurship and decent work opportunities, life-long learning, and market-relevant skills with a focus on LNOB.
2) Enhance access to quality social services, protection and self-reliance opportunities for all people living in vulnerable situations in the country.
3) Enhance national resource management models that ensure equitable access to water, food and clean energy for all, address climate-related and other risks, and empower local communities, as agents of change for responsible production and consumption.
4) Enhance accountability and responsiveness of Jordanian institutions and their partners and especially women and youth are increasingly and meaningfully involved in policy choices and decisions that affect their lives.

The UN system will work closely with the Government of Jordan, civil society, the private sector and the people living in Jordan to implement these priorities and to support Jordan accelerating progress on Agenda 2030 and achieving the SDGs. Jordan's Voluntary National Review and its related recommendations submitted to ECOSOC in July 2022, as well as the Government's Economic Modernization Vision, its Public Sector Reform and the Political Sector Reform will also guide the work of the UN Country Team.

The UN RC is responsible for the implementation of the repositioning of the UN development system, in the context of the General Assembly resolution A/RES/75/233 (2020) related to the Quadrennial Comprehensive Polity Review of UN system operational activities for development of the UN system. The UN RC leads the implementation of the UN Development System Reform to reposition the UN development system at the country level.