



Preview

UNRWA JPO - Associate Programme Support Officer...

Preview

Internal - Desktop

Language

English (Default)

What Makes Us Different



JPO Programme

Job Info

Organization

United Nations Development Programme

Locations

Amman, Jordan

Work Locations

UNDP Regional Hub - Amman, Jordan

Posting Visibility

Full or Part Time

Full time

Grade

P2

Vacancy Type

Fixed Term

Practice Area

Health

Bureau

Independent office

Contract Duration

1 Year with Possibility for extension

Education & Work Experience

Master's Degree - 2 year(s) experience

Other Criteria

This JPO position is open only to nationals of Belgium

Required Languages

Fluent written and spoken English

Desired Languages

Working knowledge of Arabic would be an asset

Vacancy Timeline

3 Weeks

Mobility required/no mobility

no mobility required

Job Category

Job Details

Job Description

Important: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Belgium and is **addressed exclusively to nationals of Belgium**. For more information about the JPO Programme and eligibility criteria, please visit [the site of the JPO Service Centre](#).

Background

The [Junior Professional Officer \(JPO\) Programme](#) provides young talented professionals pursuing a career in development with the opportunity to gain hands-on experience in multilateral technical cooperation and international development within a UN agency.

[UNRWA](#) was established by UN resolution 302 on 8 December 1949, with the renewable mandate of providing relief and works to Palestine refugees following a human development approach. UNRWA serves Palestine refugees in areas of education, health care, relief and social services, camp infrastructure and improvement, microfinance and emergency assistance. The population of Palestine refugees registered with UNRWA is at 5.4 million, and resides across the five fields of operation: Jordan, Lebanon, Syria, West Bank and Gaza.

Through services provided by UNRWA, the goal of the Health Programme is for Palestine refugees to live long and healthy lives by receiving access to comprehensive, quality basic health services, consistent with the humanitarian policies of the United Nations Sustainable Development Goals (SDGs) and the Convention on the Rights of the Child (CRC), as well as with the policies and strategies of the World Health Organization (WHO). The Department of Health at UNRWA Head Quarters, Amman, provides guidance and technical direction on the various components of the Health Programme to the fields through a set of technical instruction, guidelines and management protocols. These guidelines are periodically revised and updated in accordance with the basic principles and concepts of the World Health Organization, approved Agency policies and best practices in public health. Operational research is conducted by HQ staff with the support of the field offices to periodically assess the effectiveness and efficiency of the Health Programme and possible needs for policy change.

Training and Learning

- A [Duty-related Travel and Training Allocation](#) (DTTA) of USD 3,000 will be provided by the sponsoring Partner Country for work-related learning activities, such as participation in seminars, workshops or other learning-related activities in the duty station or abroad, such as learning assignments.
- To better prepare for the assignment, a variety of [onboarding briefings](#) will be provided to the JPO during their mandate

Upon completion of the assignment, the JPO will have / be able to...

- JPO will be familiar with the operation of the Health Department
- JPO will shape his/her skills in Sexual and Reproductive Health and Rights services management and implementation
- JPO will be familiar with HD reform including FHT and he/she will be a strong advocate for such reform.
- JPO will gain experience in working in a large organisation such as the UNRWA.

Content and methodology of supervision:

- The JPO will attend weekly department meetings, biannual feedback meetings and ad-hoc meetings.

Duties and Responsibilities

- Provide technical support to the Department of Health and field offices on SRH project and program implementation and coordination, and policy and proposal writing (40%).
- Liaise with donors, internal departments and fields on the development and coordination of projects, implementation, monitoring and evaluation within the Department (20%).
- Identify, analyse, and synthesise evidence and technical knowledge in the area of SRH (including review/revision of existing protocols) and support its transfer to improve the effectiveness of UNRWA

- operations. (10%).
- Document best practices and lessons learned related to the UNRWA interventions in regards to health programming and support knowledge sharing (10%)
- Synthesize narrative reports, including developing, drafting and editing project mid-term reports and completion reports (20%).

Key Competencies

- Excellent analytical verbal and written communication skills.
- Strong experience in analytical writing, synthesizing and editing of reports, proposals and policies.
- Ability to think strategically and express ideas clearly, work independently and in teams, and demonstrate a sense of self-assuredness combined with cultural and gender sensitivity.
- Substantive knowledge and practical experience in reproductive and sexual health programming.
- A strong commitment to development of health, an interest in adapting to professional environment and a desire to work with people with different language, national and cultural backgrounds.

Required Skills and Experience**Education**

Master's degree or equivalent: Public Health, Health Science, Epidemiology, Health systems or other related disciplines.

Required Work experience

At least two years of paid and relevant national and international work experience in public health or in development.

Desirable qualifications

- Experience in working in the Health field
- Knowledge of the Middle East politics and the status of Palestine refugees.
- Knowledge of the UN system

Language requirements

- Excellent command of written and spoken English,
- Arabic is an asset.

Nationality

- This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Belgium and is addressed exclusively to nationals of Belgium.
- For more information about the JPO Programme and eligibility criteria, please visit [the site of the JPO Service Centre](#).

Age of applicant

- Be no older than 32 years of age as of 31 December of the year of application

Attachments

- A brief motivation letter in English that explains why you're the perfect candidate for the position by using examples of your interests and achievements
- Copy of your passport
- Copy of your Master degree

Disclaimer**[Important information for US Permanent Residents \('Green Card' holders\)](#)**

Under US immigration law, acceptance of a staff position with UNDP, an international organization, may have significant implications for US Permanent Residents. UNDP advises applicants for all professional level posts that they must relinquish their US Permanent Resident status and accept a G-4 visa, or have submitted a valid application for US citizenship prior to commencement of employment.

UNDP is not in a position to provide advice or assistance on applying for US citizenship and therefore applicants are advised to seek the advice of competent immigration lawyers regarding any applications.

Applicant information about UNDP rosters

Note: UNDP reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNDP at the same grade level and with similar job description, experience and educational requirements.

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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.