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Junior Professional Officer		
Associate Mainstreaming Officer - Protection		
United Nations Relief and Works Agency for Palestine Refugees in the Near East	Closing date: 21 September 2015	
I General information		
Title:	Associate Mainstreaming Officer - Protection	
Sector of Assignment:	Programme Support	
Country:	Gaza	
Location (City):	Gaza City	
Agency:	United Nations Relief and Works Agency for Palestine Refugees in the near East (UNRWA)	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience	
<p>Note : This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to people with the Dutch nationality.</p> <p>For criteria see the website of Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties, responsibilities and Output Expectations		
General		
<p>The JPO will be a key member of the Programme Support Unit and will support UNRWA's Gaza field of operation in its development and delivery of quality programmes by focusing on the integration and coordination of protection aspects of existing and new programme activities.</p>		
<p>1. <i>Establish and lead a mechanism of coordination in the field, and with other relevant stakeholders, for regular consultation on the process of protection mainstreaming and stand-alone protection activities (20%).</i></p>		

<p>Summary of duties and expected output</p> <ul style="list-style-type: none"> • Conduct an assessment of existing coordination and consultation processes involving protection aspects of existing and new programme activities • In consultation with other stakeholders, develop options for integration and development of such coordination and consultation processes • Present option appraisal for senior management consideration • Prepare process documentation and conduct briefing and training for stakeholders involved
<p>2. <i>Draft guidance resources including tools, procedures, technical instructions, codes of conduct and methodologies, to clearly articulate the roles, objectives and priorities of GFO protection mainstreaming to equip staff to carry out principled humanitarian action with protection at its core. (20%)</i></p>
<p>Summary of duties and expected output</p> <ul style="list-style-type: none"> • Collect and review available guidance from within the Agency and from partner organisations • In consultation with other stakeholders, assess the roles, objectives and priorities of GFO's protection mainstreaming, identifying areas for improvement based in best practice • Present recommendations for consideration by senior management • Prepare guidance and supporting documentation in line with agreed approach
<p>3. <i>Promote – through awareness raising and training- these resources among leadership and front line staff and support their adaptation into programme planning and implementation (15%)</i></p>
<p>Summary of duties and expected output</p> <ul style="list-style-type: none"> • Conduct a needs analysis to identify the training and information needs of stakeholders concerned • Agree a training and communication plan so as to engage stakeholders appropriately • Prepare briefing and training materials to meet identified needs • Deliver or enable delivery of the training and communications plan • Prepare a report on its effectiveness
<p>4. <i>Establish a system to support, monitor and document efforts by Programmes to apply the Mainstreaming Policy into the development of projects and the implementation of activities (including success stories, challenges, etc.). (30%)</i></p>
<p>Summary of duties and expected output</p> <ul style="list-style-type: none"> • Conduct an analysis of the workflow and process map involved when Programmes take action to apply the Mainstreaming Policy • Identify key opportunities to support, monitor and document the efforts made • Design appropriate support systems/processes so as to respond to Programme needs for assistance • Prepare data collection tools by which to document and monitor efforts made • Conduct briefing and training for stakeholders involved in the use of the agreed processes and tool
<p>5. <i>Support mainstreaming of other cross cutting themes, particularly gender, youth and disability, as opportunities arise (15%)</i></p>
<p>Summary of duties and expected output</p> <ul style="list-style-type: none"> • Establish mechanisms for engagement with Programmes in respect of cross cutting themes, particularly gender, youth and disability • Allocate time and other available resources to support activities which aim to achieve protection mainstreaming policy objectives • Report on such opportunities, in conjunction with the Senior Communications Officer

III Training component: Learning elements and expectations

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. Further, induction will cover current strategic planning exercises and recent lessons learned exercises.

In the first six months the JPO will gain knowledge on existing protection issues in Gaza and UNRWA's current interventions to address Palestine refugee protection concerns.

In the first twelve months, the JPO will be able to adapt standards and practices to UNRWA mandate and service provision and train UNRWA staff accordingly.

By the end of the assignment, the JPO will have extensive policy development, mainstreaming design and monitoring, and humanitarian response experience.

The JPO training programme includes the following learning elements:

The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Deputy Director

Content and methodology of supervision

The JPO will work closely with the Deputy Director and the Field Programme Support Officer on day-to-day tasks. In addition, quarterly progress meetings will serve as an opportunity for reflection on progress, performance, and learning. The JPO performance will be formally documented through a mid-year review and an annual appraisal process

V Required Qualifications and Experience

Education:

Master degree or equivalent from an accredited educational institution, in public or business administration, social sciences, international humanitarian assistance, law, international relations or related discipline preferably with a focus on international rights, international human rights, international humanitarian law and/or refugee law.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (4 years of relevant working experience) may be accepted in lieu of an advanced university degree

Working experience :

Two to maximal 4 years relevant working experience:

- Experience should be with an international or large government organization, preferably in the area of refugee protection, protection mainstreaming and humanitarian project management;
- Experience in the area of protection, including designing and backstopping programme initiatives relating to protection, including child protection.
- Proven experience in developing quality knowledge products, including contributing to the development of protection policies, systems and services.

Languages:

Excellent command of written and spoken English – native fluency level – in the work environment; knowledge of Arabic an asset.

Key competencies:

- Sound knowledge of international standards on human rights, child protection, protection in emergencies, and related instruments;

- Proven ability to exercise initiative and guide formulation, implementation, monitoring and evaluation of programmes and projects;
- Ability to work under pressure with multi-disciplinary and multicultural teams under tight deadlines and concurrent priorities;
- Possess excellent inter-personal skills, discipline and maturity;
- Demonstrated drafting skills, experience in writing papers, briefings, human interest stories;
- Proven ability to develop, organize and deliver training;
- Ability to encourage continuous learning and effectively frame protection issues within the local and regional context.

VI Background information on UNRWA GAZA

UNRWA Gaza operates through more than 12,000 staff in over 200 installations across the Gaza Strip, delivering education, health care, relief and social services, microcredit and emergency assistance to over 1.2 million registered Palestine refugees. Most of these staff are themselves refugees and work directly in service delivery in roles such as teachers, doctors, social workers, engineers, and sanitation labourers.

After the most recent conflict in July-August 2014, UNRWA continues to operate collective centres that provide rudimentary shelter, food, water and other basic services to over 20,000 displaced persons (refugee and non-refugee). UNRWA in Gaza provides food assistance to roughly 900,000 persons as the Blockade on Gaza and recurring military operations have left devastation, poverty and food insecurity in its wake.

UNRWA in Gaza has a team of Operations Support Officers who share a role in protection across our service delivery and lead the efforts to promote and ensure neutrality.

The Associate Mainstreaming Officer for Protection will join the Programme Support department which includes other programme quality functions such as monitoring and evaluation, strategic planning, projects and donor relations, and gender mainstreaming.

VII Information on living conditions at Duty Station

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

VIII How to apply

Please complete the P11 form http://sas.undp.org/Documents/P11_Personal_history_form.docx and attach it with a cover letter to your online application at this link:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=59443

For more details about this vacancy and the JPO Programme, please visit

<http://www.jposc.undp.org>

Applicants will receive acknowledgement of receipt of their submission.

Only shortlisted candidates will be contacted.