

Advertisement

Junior Professional Officer

Associate Coordination Officer



UNRWA

Closing date 22 February 2026

I General information

Title:	Associate Coordination Officer
Sector of Assignment:	Department of Education
Country:	Jordan
Location (City):	Amman
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 a maximum total of 3 years
Grade:	P2 step 1 in the first year

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**.

Maximal age limit is 32 years as of 31 December of the year of application.

For the minimum qualification requirements see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The Associate Coordination Officer supports the Director of Education and Deputy Directors in managing the structural and programmatic aspects of UNRWA's education programme, ensuring neutrality, quality, and effective resource mobilization. The role involves drafting and coordinating documentation on operational and policy issues, preparing written and oral briefings, and providing substantive support for internal and external meetings with donors, hosts, UN partners, and senior management.

Responsibilities (Summary of duties/tasks)

- Supports the DE in managing the work of the Education Department including structural and programmatic aspects of education programme delivery, including neutrality and resource mobilization; drafts and coordinates the preparation of documentation on operational and policy issues and provides written and oral briefings on these issues. (20%)
- Provides substantive support to the DE in preparation for internal and external meetings on a wide range of issues, including Management Committees, Hosts and major Donors, UN Country Team and Senior Management Team Meetings. (15%)

- Supports the Director and Deputy Directors on resource mobilization efforts including coordinating proposal writing, tracking priority needs, including in relation to neutrality issues in teaching and learning, and liaising with the fields and education focal point in External Relations and Communications Department. (5%)
- Undertakes a key role in addressing a range of educational programmatic, including neutrality in education material following the recommendations from the Colonna report, and/or operational areas. (10%)
- Follows-up, as required, on the implementation of decisions and on other matters referred by the DE with Field Offices and other Headquarters Departments which contributes to optimal flow of information; oversees the preparation of various regular and ad-hoc reports issued by the Education Department for submission to UNRWA HQ and Fields. (15%)
- Establishes and/or maintains appropriate contacts and liaison with a variety of education stakeholders, including UN offices, in particular UNESCO to ensure education standards are met, and other specialized agencies on a national, regional and global level; seeks and recommends strategic opportunities for engagement and for ensuring UNRWA's representation at Global Education events. (15%)
- Maintains and monitors the flow of and ensures the timely review and approval of documents, financials, reports, etc. (15%)
- Performs other duties as may be assigned by the supervisor. (5%)

III Training component: Learning elements and expectations

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

- Demonstrate effective communication skills and reporting
- Acquire programme management basics and fundamentals
- Demonstrate knowledge of monitoring and evaluation of education programmes
- Establishment of sound, effective and sustainable administrative systems and processes

The JPO training programme includes the following learning elements:

- Throughout the two years, the JPO will be exposed to the full spectrum of UNRWA operations, including at the executive and programmatic levels in order to clearly understand UNRWA's purpose, structure and the implementation of its Educational programmes in an international and cross-cultural setting. During the assignment, it is hoped that the incumbent will be exposed to and learn about the full spectrum of UNRWA operations with a focus on the Education Programme HQA level.
- Upon completion of the assignment, the JPO will be extensively exposed to the operations of UNRWA across all fields of operation. The incumbent will learn how research and information is relevant to support the implementation of UNRWA's programmes; how to set priorities and how to effectively communicate in order to obtain attention from local interlocutors; and finally to work in a diverse UN humanitarian agency in the Middle East. The incumbent will also learn how decision-making at the highest level of UNRWA is formulated, decided and implemented.
- 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: Director, Education Department

Content and methodology of supervision

- Director, Education Department, (D2). Purpose: supervision, guidance and advice. Frequency: daily
- Deputy Director for Education Programme (P5). Purpose: coordination, guidance and advice. Frequency: daily.
- Deputy Director of Education (Curriculum & Teaching) (P5). Purpose: coordination, guidance and advice. Frequency: daily.

V Required Qualifications and Experience

Age limit: Maximal age limit is 32 years as of 31 December of the year of application.

Education:

Master degree or equivalent in education / development studies or a related discipline.

In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

Working experience:

Minimal two (2) years (with master's degree) or four (4) years (with bachelor's degree) relevant working experience after obtaining first university degree which should be in an international organization or setting.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree will/can be considered.

Proven and relevant internship and voluntary work will be considered as an asset in the recruitment process.

Languages:

- Fluency in English is required.
- Knowledge of Arabic is an advantage.

Key competencies

- Proven excellence in drafting, particularly in analytical writing, report writing, and written communication on policy, and organizational development matters;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Ability to independently plan and prioritize own work, work well under tight deadlines and handle multiple concurrent activities;
- High levels of political and organizational awareness;
- Proven ability to exercise the initiative and resourcefulness necessary for prioritizing multiple clusters/components.

VI Background information on Agency/Department/Section

UNRWA, the UN Agency for Palestine Refugees, provides services to a population of approximately 4.7 million refugees in the Middle East. Operating in Jordan, Lebanon, Syria, Gaza, and the West Bank, UNRWA offers basic social services: education, health care, relief and social

services, community support, rehabilitation of camp infrastructure, microfinance programs, and emergency assistance.

UNRWA's education programme plays a vital role in developing the full potential of Palestine refugee students. UNRWA manages its schools in accordance with UN principles and humanitarian standards, aiming to foster stability and promote sustainable development in its areas of operation. UNRWA is making the most of available resources to support student success.

As of the 2024/25 school year, UNRWA operated 711(including GFO schools: 288 in a remote modality) elementary and preparatory schools in its five fields of operation, including nine secondary schools in Lebanon, providing basic education for some 533,067 Palestine refugee children. It also runs eight Vocational Training Centres (VTCs) and two Education Science Faculties (ESFs).

School children in UNRWA schools follow the host authorities' curricula and textbooks. UNRWA supplements these with its own materials on human rights and guarantees through its rigorous review process that any teaching and learning material delivered in its schools is in line with UN values and UNESCO standards.

UNRWA's recalibrated Strategic Plan 2026-2028 clearly identified education at the core of UNRWA as the third objective is: Palestine refugees complete inclusive and equitable quality basic education. For UNRWA Education is central to the human development process. It has personal and interpersonal dimensions, contributing to individual empowerment and the overall good of society. The right to education is a basic element of the international human rights framework and is enshrined in national legislation in almost all nations as well as in SDG4 on quality education for all.

VII Information on living conditions at Duty Station

Jordan has quite an advanced healthcare system, although services are highly concentrated in Amman. Many medical professionals available in Amman are licensed and/or trained abroad and return to Jordan to set up their own medical practice. Doctors are proficient in English.

Jordan offers a wide variety of international primary and secondary education options including the US, British and French systems, as well as bilingual Arabic-English domestic programmes.

A wide range of housing options exist in Amman. Luxurious private villas as well as large to small apartments are available, either furnished or unfurnished. Generally, apartments are found through agents, personal reference or strolling through desired neighbourhoods looking for "for rent" signs.

VIII How to apply

Applicants can apply through this link <https://www.undp.org/jposc/current-vacancies> Before 22 February 2026.

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.