



## JOB DESCRIPTION

### Position Information

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| <b>Job Code Title:</b>       | <b>Humanitarian Field Officer</b>       |
| <b>Pre-classified Grade:</b> | <b>SB4- SC-8</b>                        |
| <b>Duty station:</b>         | <b>Amman</b>                            |
| <b>Supervisor:</b>           | <b>Humanitarian Coordinator</b>         |
| <b>Duration:</b>             | <b>One year with possible extension</b> |

### 1. Organizational Location

#### The Position

The Humanitarian Field Officer post is located in UNFPA Jordan Country Office (CO) with frequent travel to the field. The incumbent works under the supervision of the Humanitarian Coordinator and will work closely with programme and operation staff and multiple partners.

#### How Can You Make a Difference?

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan 2018-2021, focuses on three transformative results: to end preventable maternal death; to end the unmet need for family planning; end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need staff who are transparent and exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### 2. Job Purpose

Under the direct supervision of the Humanitarian Coordinator, the Humanitarian Field Officer will support the Humanitarian Programme Coordinator in: assessment of humanitarian situation, identification of needs monitoring and supporting the implementation of humanitarian-funded SRH, GBV and Youth work plans by UNFPA implementing partners, liaison and coordination with other organizations (coalition building), and monitoring and evaluation.

#### Main Tasks and Responsibilities

##### A. Assessment and Planning

- Assist UNFPA Country Office to develop contingency/emergency preparedness plans for future emergencies.

- Facilitate and participate in interagency assessments and/or humanitarian delivery missions.
- Assist in identifying capacity development needs for the various outlets particularly in the areas of sexual and reproductive Health, including on RHCS Gender Based Violence and Youth.
- Liaise with implementing partners to complete and submit the RHCS annual procurement plan using the approved JCO tool.
- Assist and support SRH team in the development of detailed commodities distribution plans in close coordination with national counterparts and ensure implementation.

**B. Programmatic and operational support to emergency response**

- Work closely with key actors - as guided by UNFPA - to ensure that related field activities on sexual and reproductive health, GBV and youth are coordinated among all relevant partners.
- Identify and highlight relevant operational factors affecting humanitarian situation and response efforts.
- Identify and report on bottlenecks in implementation and suggest corrective measures and recommendations.
- Ensure adequate follow up with Implementing Partners both in the facilities/camps and in the communities.
- Assist in identifying, adapting, and producing various awareness related material such as brochures, flyers, etc
- Contribute with other key staff to the procurement and distribution planning for commodities in the preparation of project proposals for donors.
- In close collaboration with SRH team and procurement analyst, lead the development of the programme annual procurement plans and ensure quarterly review and update.
- Follow up on procurement, prepositioning delivery and distribution of emergency RH kits in support of implementation of the MISP in close coordination with Procurement Analyst and Logistics Associate;
- Liaise with the Procurement Analyst and Operations on initiating the procurement process and supporting order tracking processes;
- Assess and organize logistics in terms of receiving, handling, storing, transferring and distributing relief items and ensuring proper warehousing in close coordination with Logistics Associate.

**C. Monitoring and reporting**

- Carry out regular monitoring field trips along with Logistics Associate to ensure that relief items transferred to IPs are well received and properly accounted for at their destinations. In case of a loss or damage, report it to relevant programme team and alert logistics Associate .
- At the field level, liaise with and keep close contacts with UNFPA implementing partners focal points involved in programme field implementation and assist them in all matters pertaining to programme implementation.
- Ensure regular communication with office in Amman to share gaps and achievements to improve the UNFPA's responsiveness to the changing situation on the ground.
- Assist and support Logistic Associate the quantification and last-mile delivery of other drugs and medical supplies procured to deliver comprehensive SRH services;
- Monitor supplies inventory and utilization rates and ensure wastage is minimized through effective inventory management;
- Share regular updates with UNFPA on implementation of activities (i.e. daily, weekly, and monthly reporting as requested).
- Contribute to the program/project proposal drafting by preparing the humanitarian needs and calculating the supply requirements in close coordination with SRH team

- Document good practices and provide UNFPA with stories and anecdotes to be posted in newsletters, websites, press releases, and other visibility tools
- Ensure UNFPA's work is highly visible.

#### **D. Coordination and Partnership**

- Liaise with humanitarian partners to collect information for effective mapping of humanitarian needs, identify gaps and coordinate response activities.
- Monitor humanitarian risk factors and support inter-agency contingency planning efforts in coordination with CO staff and camps coordinators.
- Coordinate with UNFPA programme teams and security staff to ensure efficient and timely preparation of planned field missions, contingency plans and micro-plans.
- As applied, attend and support to organize, participate and assist in organizing work groups, meetings, conferences, consultations with key partners on humanitarian and emergency relief-related matters and share meeting reporting in a timely manner.
- Work closely with UNFPA Country Office staff and partners to maintain consultations with governments, UN agencies, and concerned NGOs on UNFPA substantive matters on humanitarian issues and provide technical support needed.
- Perform any other related tasks as assigned by the supervisor

### **3. Work Relations**

The Humanitarian Field Officer will work closely with operations unit, in particular with procurement and logistics sub-units. As well as with programs units and camp coordinators. S/he will be part of interagency working and coordination groups.

### **4. Job Requirements**

#### **Education:**

Bachelor's university degree in social work or other social sciences, public health, pharmaceutical studies, community health, finance or office management, gender and development or related field.

#### **Knowledge and Experience:**

- 5 - 6 years' experience three of which in project management, including monitoring and evaluation
- Awareness of and experience implementing: Minimum Initial Services Package (MISP) for Reproductive Health in Emergency Settings; IASC Field Manual for Reproductive Health in Emergency Settings; and IASC Guidelines for GBV in Humanitarian Settings is a great asset.
- Familiarity with humanitarian coordination structures is an asset
- Experience working in humanitarian emergency settings is an asset
- Ability to work and develop commodity procurement and tracing sheets.
- Awareness and demonstrable knowledge of reproductive health issues and their relevance in humanitarian and/or development settings.
- Knowledge of humanitarian emergency health operations and SRH humanitarian actors.
- Knowledge, skill, and experience in participatory methods for community development and mobilization.
- Proficiency in current office software applications and corporate IT financial systems
- Experience in program coordination

**Language:** Fluency in Oral and Written Arabic and English

**Nationality:** Jordanian

**Competencies:**

**Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

**Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

**Functional Skill Set:**

- Managing the organization's financial resources
- Ensuring facilities and assets management
- Creating visibility for the organization Innovation and marketing of new approaches
- Client orientation
- Promoting Organizational Learning and Knowledge Sharing
- Organizational Awareness
- Job Knowledge/Technical Expertise

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

**How to Apply:**

Interested national applicants are advised to send their P11s, copy of academic credentials together with a cover letter to the email address: [jco-vacancy@unfpa.org](mailto:jco-vacancy@unfpa.org) indicating the post title in the e-mail's subject, before the deadline of **24 January 2021**. Candidates who are seriously being considered will be contacted for an interview.