

Junior Expert (JE) Job description

I. DESCRIPTIVE PART OF THE JOB

Application date	September 2022
Job title	Junior Expert in Environment
Junior Expert	<input checked="" type="checkbox"/> European <input type="checkbox"/> National
Main job domain (sector of activity)	Climate Change and Environment
Job holder (name of JE) <i>(to be filled in after the selection of JE)</i>	
Job holder's (JE's) Signature + date <i>(to be filled in after the selection of JE)</i>	

General information			
Enabel or NGA	<input checked="" type="checkbox"/> Enabel	If Enabel: Navision code	PSE22004
Project/programme	<input type="checkbox"/> NGA	If NGA: NGA name	
Full denomination of the project/programme			
Project/programme 's location	Palestine: West Bank and Gaza Strip		
Duty station of supervisor	Ramallah City	Duty station of JE	Ramallah City
JE will be assigned to	<input checked="" type="checkbox"/> Project/programme <input type="checkbox"/> Representation (Enabel)/Country Office (NGA)		
Project duration (dd/mm/yy)	Start date:	July 2022	Expected starting date for the job (dd/mm/yy):
	End date :	December 2026	
Requested JE contract duration	<input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 1 year with possible extension		

<p>1. Context of project 2. Objectives of project 3. Beneficiaries of project 4. Main activities of project</p>	<p>The JE will support the two interventions under Pillar II of Enabel's 2022-2026 new Portfolio for Palestine. The portfolio aims at empowering youth in an environmentally sustainable Palestine; and Pillar II is mainly designed to address Environment and Climate Change.</p> <p>Two general objectives of Pillar II: The Palestinian population makes use of the opportunities of a sustainable environment. Beneficiaries: mainly youth aged 15-29 years old.</p> <p>Pillar II includes 4 main results:</p> <p>Result 1: A conducive environment for green and circular economy and for green cities is promoted at national and local levels; activities under this result include:</p> <ul style="list-style-type: none"> A1.1 Facilitate the emergence of an enabling environment for green buildings and green strategic planning using integrated territorial approaches A1.2 Strengthen facilitation and coordination in the perspective of resilient urban planning A1.3 Promote the emergence of green public services A1.4 Support, Organizing and participation in seminars and conferences <p>Result 2: Green and circular economy (GCE) and entrepreneurship are supported in the selected value chains based on a market system approach; activities under this result include:</p> <ul style="list-style-type: none"> A2.1 Initialization of the GCE within the selected value chain A2.2 Support the adoption of the green and circular economy within the selected value chain <p>Result 3: Green cities in Palestine are promoted through resilient urban planning, green inclusive services, and green buildings, taking into account the needs of vulnerable groups (women and youth); activities under this result include:</p> <ul style="list-style-type: none"> A3.1 Construction of green public buildings A3.2 Facilitate the development of public spaces in the main urban areas of the selected Governorates, integrating in their design green concepts A3.3 Promote Green Services A3.4 Studies and consultancy for the design and technical follow-up of the investments <p>Result 4: Green cities and entrepreneurship for women as well as green and decent jobs for women and youth are promoted in the selected value chains; activities under this result include:</p> <ul style="list-style-type: none"> A.4.1 Facilitate the emergence of green cities for women A.4.2 Facilitate the emergence of green jobs for women A.4.3 Enhance decent work <p>Considering that Result 1 will be only for the West Bank due to Enabel's No-Contact Policy in Gaza Strip.</p>
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Position of the JE within the organisation	
<i>The JE depends hierarchically on the supervisor (N+1). Besides the supervisor, one or more resource persons for technical support of the JE may be appointed in case the supervisor does not have the same technical background as the JE. If this person is already identified, please indicate below.</i>	
Supervisor's name, job title & background	Sireen Abu Jamous; Intervention Manager for "Green West Bank" project. Background: Environment and Climate Change.
Resource person(s) for technical support's name, job title & background	
For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.	
For NGA JE: name & job title of the contact person from NGA headquarters that will assure the follow-up	/

JE – Job description	
Job objective	
<i>Explain in one concise sentence the purpose of the job. What real need does this job fulfil? What's the added value of the job?</i>	
Ensures Climate Change and environmental concerns are mainstreamed in Pillar II interventions, processes and work environment through expertise, capacity building and monitoring.	

Result area n°1		Time in %:	25%
JE's role	As Focal Point Climate Change		
JE's responsibility	Help carry out targeted desk and field research on environment-related topics: the tasks below are not research related, more on mainstreaming tools and documents. The term 'research' will give way to other expectations.		
In order to ...	Support Enabel in Palestine to document local initiatives proposed under Green Palestine interventions to address climate change challenges.		
Most important tasks	<ul style="list-style-type: none"> • Work closely with Pillar II team to evaluate the expected impact of the proposed activities; and advise to maximize the impact when possible • Assist in drafting and reviewing technical documents such as terms of references, technical specifications and reports, for climate change and environment related activities and initiatives. • Review and provide inputs to documents including proposals and reports submitted by implementing partners for aspects related to climate change and environment. • Whenever relevant, participate in Enabel's internal meetings and activities to support collaboration in the field of climate change and environment. 		
Expected outputs	<ul style="list-style-type: none"> • Produce meaningful information summarizing what different environmental impacts resulted from Pillar II activities and contribute to produce communication material (fact sheet, videos ... etc.) • Desk review of best practices, innovation, and initiatives in the field of mitigating Greenhouse Gases (GHG) emissions in Palestine per sector 		

Met opmerkingen [AJS1]: Some literature review, data analysis can be needed to evaluate the impact of the proposed activities and document results in order to produce fact sheets, papers ..etc.

Met opmerkingen [DM2]: is part of R, as Knowledge Manager

Met opmerkingen [DM3R2]: externally = whom? who is the target group?

Met opmerkingen [AJS4R2]: This would be more technical/scientific for partners, HQ ...

Result area n°2		Time in %	25%
JE's role	Environment Awareness Raising		
JE's responsibility	Contribute to raise awareness internally (within Enabel Palestine) and externally (targeted local communities) on climate change and environment issues.		
In order to ...	Raise awareness on climate change and environment issues		
Most important tasks	<ul style="list-style-type: none"> Support Enabel's climate change and environment awareness activities by helping in the programming, contracting consultancies (including by drafting or reviewing TORs) and launching call for proposals. Work closely with communication team to assist in developing social media content to raise awareness on climate change and environment Encourage climate youth organizations to take part in the planning, monitoring, and implementation of Enabel's programs. Support organizing meetings and events related to climate change and environment. Orient implementing partners on existing climate change and environment guidelines, manuals, and policies. 		
Expected outputs	<ul style="list-style-type: none"> Enhanced knowledge of Enabel team in the field of climate change and environment. Enhanced green practices among program's stakeholders Possibly other individual awareness-raising activities (e.g., photo exhibition, video, educational kit, games, testimonies, ...) 		

Met opmerkingen [DM5]: with whom?

Met opmerkingen [AJS6R5]: There are several activities related to awareness that targets:

- Local Authorities (municipalities and village councils)
- Women
- Youth

In addition to Enabel's team
The role of the JE will be to support and contribute to these activities with other team members; i.e. will not be her/his full responsibility.

Met opmerkingen [DM7]: for whom? what is the aim?

Met opmerkingen [AJS8R7]: Target groups mentioned in the previous comment.

Met opmerkingen [DM9]: is this not a result on project level rather than on the individual level of the Junior?

Met opmerkingen [AJS10R9]: We are referring to simple "green practices": using QR codes in workshops instead of hard copies for attendance sheets and agenda, using E-signatures ...etc.

Result area n°3		Time in %:	25%
JE's role	Information & Knowledge Manager (lessons learned)		
JE's responsibility	Contribute to document, report and manage knowledge and information about climate change and environment related activities at Enabel-Palestine.		
In order to ...	Maintain Enabel efforts in the field of climate change and environment; ensure lessons learned are applied to other interventions or phases, foster synergies, and avoid duplication of work.		
Most important tasks	<ul style="list-style-type: none"> Document the existing good practices in the field of climate change and environment at Enabel. Contribute to draft Enabel's climate change and environment policy and action plan at the country level. Work with the MEAL (Monitoring, Evaluation, Accountability and Learning) team to integrate climate change and environment indicators into MEAL templates. Work with the MEAL to ensure climate change and environment specific data is obtained and available for analysis. Participate with MEAL team in data collection. Document knowledge, manage information and share best practices and lessons learnt on climate change and environment mainstreaming. Contribute to various reports requiring technical input on inclusion. Document success stories and best practices to promote learning. 		
Expected outputs	<ul style="list-style-type: none"> Knowledge and information on Enabel's work related to climate change and environment is rightly documented and saved. Enabel has a policy and plan of action on climate change and environment. 		

Result area n°4		Time in %:	25%
JE's role	Greening of the office and processes		
JE's responsibility	Support the development, implementation and monitoring of greener practices and processes by Enabel Palestine		
In order to ...	Monitor and reduce the ecological footprint (GHG emissions, energy consumption, waste and resources consumption) of projects, offices and the representation		
Most important tasks	<ul style="list-style-type: none"> Act as the focal point/resource person for greening Enabel's offices and practices Develop resource materials, technical guides, strategies and checklists for mainstreaming greener practices Support the greening of practices and processes (e.g., e-tendering, e-signatures, waste recycling, electric vehicles, etc.) 		
Expected outputs	<ul style="list-style-type: none"> Technical guides and checklists for mainstreaming greener practices into the projects Proposal of scenarios of improvement (e.g., PV panels, electric cars, e-tendering, new equipment, energy-saving measures, teleworking), measuring their potential impact and cost/saving (investment and running costs) 		

Met opmerkingen [DM11]: the total of the time percentages adds up to 105%. Could you please adjust the time percentages?

Met opmerkingen [AJS12R11]: Result 5 below was not in the Job Description I sent! If added by you then we can deduct the 5% from Result #4

Result area n°5		Time in %:	5%
JE's role	As a Junior Expert		
JE's responsibility	In consultation with the Junior Programme, take initiatives and/or respond to requests for global citizenship actions.		
In order to ...	raise awareness of global citizenship among the Belgian population		
Most important tasks	<ul style="list-style-type: none"> Suggests and implements own initiative to make certain aspects of global citizenship known to the Belgian public (podcast, video, action, event...) Support to an already existing initiative in the field of global citizenship (e.g., of Enabel, a Belgian or local NGO, ...) Any other global citizenship activity requested or approved by the Junior Programme. 		

Expected outputs	<ul style="list-style-type: none"> ○ 1 global citizenship initiative finalised and/or supported per year ○ Possibly other individual awareness-raising activities (e.g., photo exhibition, video, educational kit, games, testimonies, ...)
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Besides these tasks mentioned above in the result areas, we can ask the JE, depending on the needs of the Junior Programme, to accomplish any other tasks that might be considered necessary for the correct functioning of the programme and that are in line with his/her profile.

JE's contribution to the Junior Programme priorities	
Innovation	
What space does the function offer for experimenting with innovative tools/approaches? <i>E.g.: action research, testing & roll-out of new technologies, etc.</i>	
JE's role	Climate change and environment expert
JE's responsibility	Testing innovative green practices in the management of the three offices and the implementation of projects
In order to ...	Confirm the feasibility and most appropriate measures for greening offices and projects
Most important tasks	<ul style="list-style-type: none"> • Suggest innovative tools and methodology that support the greening of office management and project activities
Expected outputs	<ul style="list-style-type: none"> • Innovative tools are introduced and tested • Best practices are monitored, documented and shared

Capacity building	
How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc? <i>Will (s)he have the possibility to work in pairs with a young local professional?</i>	
JE's role	Contribute to the capacity building on climate change and environment
JE's responsibility	Contribute to develop the capacities of local partners' teams
In order to ...	Deepen their practical understanding on concepts of climate change and environment mainstreaming in programming.
Most important tasks	Work closely with the Capacity Building officer to support: <ul style="list-style-type: none"> • Developing implementing partners' capacities and respond to their needs relevant to climate change and environment. • Providing training sessions to implementing partners upon request. • Sharing information on existing tools to facilitate climate change and environment mainstreaming in programming.
Expected outputs	<ul style="list-style-type: none"> • Strengthened capacities of local implementing partners to mainstream climate change and environment in programs.

Requested profile			
Required training/degree for the job > Remark: will be eliminatory on CV for the candidates. Be complete & specific, please.	<input checked="" type="checkbox"/> Agronomy/ Bio-engineer	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy	<input type="checkbox"/> Economy/Commercial engineer/Marketing
	<input checked="" type="checkbox"/> Biology/ Environment	<input type="checkbox"/> Sociology/ Anthropology/Social work	<input type="checkbox"/> Communication/Public relations/Journalism
	<input type="checkbox"/> Geography	<input type="checkbox"/> Psychology	<input type="checkbox"/> Languages/Philology /Translator
	<input type="checkbox"/> Civil/Industrial/ electrical engineer/ Architect	<input type="checkbox"/> History/Philosophy/ Art/Religion	<input type="checkbox"/> (Bio/Para) medical sciences
	<input type="checkbox"/> ICT/NTIC	<input type="checkbox"/> Educational sciences	<input type="checkbox"/> Public health
	<input type="checkbox"/> Mathematics/ Exact sciences	<input type="checkbox"/> Human resources /Organizational development	<input checked="" type="checkbox"/> Development studies
	<input type="checkbox"/> Law/Criminology		<input type="checkbox"/> All profiles
			<input checked="" type="checkbox"/> Others and/or details:

Necessary specific knowledge for the job > Remark: will be eliminatory on CV for the candidates.	!! Position only open for Belgian citizen because of the need of a Belgian diplomatic passport to work in the Palestinian territories <ul style="list-style-type: none"> Hold a professional degree or certificate in the field of climate change science and/or environmental studies or similar (Environmental Engineering, Climate Change Science, Earth Science, Environmental Geoscience and Environmental Geography, Sustainable environmental design...) OR <ul style="list-style-type: none"> Working experience in the fields of sustainability and/or environmentally friendly practices and projects (6 months min). 		
Language skills > Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.	Languages	Knowledge	Comments
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Working language
	Arabic	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	
	French	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic knowledge (level A2)
	Dutch	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	Basic knowledge (level A2)
Preferred assets for the job > Remark: will not be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> Excellent cross-cultural and interpersonal skills. Knowledge of proposal development and project cycle management. Good experience in working with data and research. Familiar with working in multidisciplinary and multicultural teams. Very good analytical and writing skills. Has a strong affinity with and easily use various digital tools and new technologies. Capacity development/training experience Knowledge of the Palestinian context 		
Driver's licence for motorcycle & car	Motorcycle	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	Car
Willingness to ride greener vehicles	E-bike	<input checked="" type="checkbox"/> Preferable	E-scooter
			<input type="checkbox"/> Essential <input type="checkbox"/> Preferable
			<input checked="" type="checkbox"/> Preferable

Country context information	
Living conditions	
Capital / rural area	Jerusalem city
Security context	Rather safe since several years. Real-time security messages from UN give advice on which zones may be troubled (demonstrations, police operations, etc.)
Access to services	Similar access to services as in Belgium (high-speed internet, good medical facilities, and services).
Isolation / social life	The JE will live in Jerusalem where there is a multicultural city life with a variety of activities (sport clubs, cultural activities, cinemas, libraries, museums, restaurants, bars, and nightlife). In other large cities of Palestine like Ramallah City, there is a similar vibrant social life. On the countryside or in more remote areas, there are a lot of options to do in-country trips to enjoy nature (hiking/trekking, biking, nature walks etc.).
Location suited for families (with children)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Other useful observations?	<p>The Junior Expert will live in Jerusalem, with plenty of activities (sports, culture, social life) and easy access to the rest of the country/territories with public transport or by car.</p> <ul style="list-style-type: none"> Given the high cost of living in Jerusalem, the most comfortable and affordable option is co-housing. Previous juniors were living within walking distance from the Jerusalem office. <p>Accommodation is easy to find through social media (facebook groups) and the colleagues will be happy to help with finding a place to live.</p>
Work context & conditions	
Work location	Ramallah City, with travel to Jerusalem and Gaza strip
Field exposure? <i>(Direct contact with beneficiaries & local reality, frequency field missions...)</i>	<ul style="list-style-type: none"> Direct contact with beneficiaries & local reality. Field missions in the West Bank including East Jerusalem and missions to Gaza Strip, to be planned with the IM
Accessibility of the supervisor	Accessible, will be based in the same office
Teamwork / isolated work	The JE will be working under the supervision of the Intervention Manager. He/she will also work closely with all other team members of Enabel team in Palestine.
What transport arrangements will the project consider in order to insure the JE's professional travels/journeys?	<input type="checkbox"/> Motorcycle from the project at disposal of the JE <input type="checkbox"/> Borrow a car belonging to the project/programme when required <input checked="" type="checkbox"/> Local transport? What? Enabel cars with driver for field work <input checked="" type="checkbox"/> Other, please specify: potential to purchase an e-bike or e-scooter for local transport from the office to Ministries and partners in Ramallah
What transport arrangements will the JE consider in order to ensure his/her private travels/journeys?	<input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input checked="" type="checkbox"/> Local transport? What?: Shared taxis/minibuses for commuting <input checked="" type="checkbox"/> Other, please specify: potential to purchase an e-bike or e-scooter for local transport to/from the office
Other useful observations?	