

## Junior Expert (JE) Job description

### I. DESCRIPTIVE PART OF THE JOB

<b>Application date</b>	10/06/2020
<b>Job title</b>	<b>Junior Expert Inclusion in education, training and employment</b>
<b>Main job domain (sector of activity)</b>	Education, Training and Employment
<b>Job holder (name of JE)</b> <i>(to be filled in after the selection of JE)</i>	
<b>Job holder's (JE's) Signature + date</b> <i>(to be filled in after the selection of JE)</i>	

General information			
<b>Enabel or NGA Project/programme</b>	<input checked="" type="checkbox"/> Enabel	<b>If Enabel : Navision code</b>	PZA1804411
	<input type="checkbox"/> NGA	<b>If NGA : NGA name</b>	
<b>Full denomination of the project/programme</b>	Skilled Young Palestine – Improving Resilience and Job opportunities for Youth		
<b>Project/programme 's location</b>	Palestine (West-Bank, East-Jerusalem and the Gaza Strip)		
<b>Duty station of supervisor</b>	Palestine - Ramallah & Jerusalem	<b>Duty station of JE</b>	Palestine - Jerusalem (with regular field trips to Ramallah)
<b>JE will be assigned to</b>	<input checked="" type="checkbox"/> Project/programme		<input type="checkbox"/> Representation (Enabel)/Country Office (NGA)
<b>Project duration (dd/mm/yy)</b>	<b>Start date:</b>	01/01/2020	<b>Expected starting date for the job (dd/mm/yy):</b> February 2021
	<b>End date :</b>	31/12/2022	
<b>Requested JE contract duration</b>	<input type="checkbox"/> 1 year		<input checked="" type="checkbox"/> 1 year with possible extension
<b>Project/programme's contribution to the SDG's</b>	<input type="checkbox"/> No poverty <input type="checkbox"/> Zero Hunger <input type="checkbox"/> Health & Well-being <input checked="" type="checkbox"/> Quality Education <input checked="" type="checkbox"/> Gender Equality <input type="checkbox"/> Water & Sanitation <input type="checkbox"/> Affordable & Clean Energy		<input checked="" type="checkbox"/> Decent Work & Economic Growth <input type="checkbox"/> Innovation & Infrastructure <input checked="" type="checkbox"/> Reduced inequality <input type="checkbox"/> Sustainable cities & Communities
			<input type="checkbox"/> Responsible consumption & production <input type="checkbox"/> Climate <input type="checkbox"/> Life below water <input type="checkbox"/> Life on land <input type="checkbox"/> Peace & Justice <input type="checkbox"/> Partnerships for the Goals

<p><b>1. Context of project</b>  <b>2. Objectives of project</b>  <b>3. Beneficiaries of project</b>  <b>4. Main activities of project</b></p>	<p>The JE will contribute to enhance inclusion in two Enabel projects in Palestine, namely A) Skilled Young Palestine and B) Enhance Resilience for Micro- businesses and Create Sustainable livelihood Opportunities in the Gaza Strip (SAWA)</p> <p><b>A) The intervention “Skilled Young Palestine – Improving Resilience and Job opportunities for Youth (SYP)”</b>, aims to contribute to support Palestinian Youth in gaining economic autonomy and building their resilience. The intervention targets vulnerable areas in Palestine and aims to facilitate the transition to employment and self-employment through improving skills and competences among Palestinian youth. The beneficiaries of the project are vulnerable groups: women, NEETs (not in education, employment, or training), people with disabilities and those living in remote areas. There are two main results:</p> <ul style="list-style-type: none"> <li>• <b>Result 1 – Employment Track: Increased labour market opportunities for youth by supporting technical skills development demanded by the labour market:</b></li> </ul> <p>Under this result, the project will build the technical competences of 1000 young people through enhancing the partnership between the TVET institutions and the private sector to conduct Continuous Vocational and Education Training – CVET for youth. The private public partnership will ensure a skills match between what TVET institutions provide and the private companies demand, following Work Based Learning Scheme. In this component, the private sector will be the driving force for youth employment through supporting the sustainability of CVET by establishing skills development funds within the private sector umbrellas.</p> <ul style="list-style-type: none"> <li>• <b>Result 2 – Resilience Track: Young people have gained 21st century skills for work and life:</b></li> </ul> <p>Under this result, the project will build the 21st century competences of the 900 vulnerable youth through establishing innovation hubs within civil society organizations. These hubs will be highly motivating places where young people receive training on 21st century skills (including entrepreneurship, digital skills and life skills), while being in a creative environment equipped with modern digital and technological equipment that connects to the world and interests of youth.</p> <p><b>B) The SAWA project</b> aims to contribute to economic resilience in the Gaza Strip through enhancing the resilience and sustainability of micro businesses in the Gaza Strip and initiating sustainable and innovative green/circular economy initiatives. SAWA is seeking to achieve the following two results:</p> <ul style="list-style-type: none"> <li>• <b>Result 1: Empowered vulnerable women and youth for establishing sustainable and resilient micro businesses:</b></li> </ul> <p>Under this result, the project will support the creation of viable and economically feasible livelihood microbusinesses through providing capacity building, skills enhancement, seed funding, coaching and mentoring to vulnerable women and youth. In this component, following the community based and sustainable livelihood approach, civil society organizations will lead the process of providing high quality of business development services after being capacitated and equipped with the needed system and procedure to deliver such services to project beneficiaries.</p> <ul style="list-style-type: none"> <li>• <b>Result 2: Empowered youth for initiating sustainable and innovative green/ circular economies initiatives:</b></li> </ul> <p>Under this result, the project will facilitate the new economic growth opportunities in the field of circular/green economy by providing green solutions to problems and challenges identified by the industrial sectors and create new business innovative green entrepreneurs. In this component, the umbrella of Industrial sector (Palestinian federation of industry PFI) will take the lead to identify the main challenges facing their sector in the field of green economy, and then will conduct hackathons for entrepreneurs who are able to create innovative solutions ideas for the identified problems. Selected entrepreneurs will receive a package of financial and non-financial support to having their ideas transferred into valuable businesses.</p>
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<b>Position of the JE within the organisation</b>	
<p><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></p>	
<b>Supervisor's <u>name</u>, <u>job title</u> &amp; <u>background</u></b>	<p><b>Shari Ghyselen - Intervention Manager Skilled Young Palestine</b></p> <p><i>Shari has over 5 years of experience working in the field of education and training, and has worked in education and TVET programmes with a gender component in several countries. She has been working for Enabel since 2017, first in Uganda and then in Brussels before moving to Palestine in the beginning of 2020 to coordinate the project Skilled Young Palestine.</i></p>
<b>Resource person(s) for technical support's <u>name</u>, <u>job title</u> &amp; <u>background</u></b>	<ul style="list-style-type: none"> <li>• <b>Haneen Abu Nahla</b> - Gaza Intervention Officer (working on project Skilled Young Palestine and the Intervention Manager for SAWA)</li> </ul> <p><i>Haneen has over 10 years of experience working in the TVET sector, and has worked in programmes for youth and female empowerment. She has been working for Enabel Palestine since 2015 and has been involved in projects in the field of education, training and employment, either as a technical expert or as a manager. She coordinates and implements the activities in Gaza.</i></p> <ul style="list-style-type: none"> <li>• Other colleagues working on the projects Skilled Young Palestine or SAWA and the staff of Enabel Palestine Representation</li> </ul>
<p><b>For Enabel JE, the follow-up will be assured by a Junior Programme Project Officer.</b></p>	

<b>JE – Job description</b>
<p align="center"><b>Job objective</b></p>
<p><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></p>
<p>The Junior Expert will (in close collaboration with the Enabel Team and local partners) <b>identify, build capacity and assist in the implementation of inclusive approaches to skills development, entrepreneurship support and employment applicable in Palestine context.</b></p> <p>“Leaving no one behind” and “endeavour to reach the furthest behind first” is set as an overarching objective by international cooperation to achieve the 2030 Agenda and the SDGs. There is severe inequality in Palestine, due to the difficult political context and related economic situation, and many people are challenged at social and economic level. Both projects SYP and SAWA are prioritizing and fast-tracking progress for the most disadvantaged people (projects are specifically targeting youth living in remote areas, NEETs, women and people with disabilities) through focusing on equal access to quality education and training, the empowerment of vulnerable groups to engage in society and in the creation of a safe space to learn and work. Partner institutions and stakeholders of Enabel Palestine in these two projects indicate that they face difficulties to reach the hardest-to-reach, because they lack the knowhow and the resources to do so.</p>

<b>Result area n°1</b>		<b>Time in % :</b>	<b>60%</b>
<b>JE's role</b>	Inclusion specialist		
<b>JE's responsibility</b>	Technical support on inclusion : <b>a. Develop</b> information, training and coaching sessions for partner institutions of the 2 projects <b>b. Develop</b> reach-out activities and approaches related to education, training and in the transition to (self-)employment		
<b>In order to...</b>	<b>a.</b> in order to... ensure an inclusive approach in skills development and support and in the transition to (self-) employment <b>b.</b> in order to... increase access for vulnerable groups in Palestine		
<b>Most important tasks</b>	<ul style="list-style-type: none"> <li>- Act as resource person on inclusion for Enabel Palestine, with the following tasks:               <ul style="list-style-type: none"> <li>o Attend meetings, workshops and other events related to the subject</li> <li>o Engage with Ministry of Women's Affairs, Gender Policy Institute, Palestinian General Union of People With Disabilities, Palestinian Disability Coalition and other (development) actors in the field</li> <li>o Develop, participate and share important developments of national/international/development networks of interest to the function (on women's rights, gender-based violence, involving national human rights institutions and civil society working for inclusion of people with disabilities etc.)</li> </ul> </li> <li>- Review relevant documentation on inclusion in education, training and the transition to work/employment in Palestine, including:               <ul style="list-style-type: none"> <li>o Conduct analysis on inclusion and vulnerability based on existing practices (e.g. Pegase program of the EU)</li> <li>o Conduct analysis on the problematic, normative framework and methodologies to guarantee inclusion of vulnerable students in TVET</li> </ul> </li> <li>- Carry out field visits to partner institutions of the 2 projects</li> <li>- Developing a capacity building plan on inclusion for the partner institutions of the 2 projects               <ul style="list-style-type: none"> <li>o In both projects, the plan will at least include the following: awareness raising/reach-out, modified training methods, tools and content</li> <li>o These areas shall be further developed by the JE</li> <li>o The JE will contribute to the implementation of the capacity development plan (as mentioned under result area 2)</li> </ul> </li> <li>- Initiate and coordinate the process of action research (to be carried out by a consultant) on inclusion in education, training and transition to work/employment in Palestine (based on findings in literature and implemented activities)</li> <li>- Produce a knowledge product based on the findings of the action research</li> <li>- Carry out workshop with findings of the action research</li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Developed capacity development plan for partner institutions and methodological tools based on good practices of inclusive approaches to education, with specific approaches addressing different types of vulnerabilities</li> <li>- Conducted action research on inclusion in education, training and transition to work/employment in Palestine</li> <li>- Knowledge product on inclusion (action research)</li> <li>- Conducted workshop (action research)</li> </ul>		

<b>Result area n°2</b>		<b>Time in % :</b>	40%
<b>JE's role</b>	Education, training and employment specialist		
<b>JE's responsibility</b>	Technical, specific support to implement the skills development and transition to (self-)employment component of the two projects : <b>a. Implement</b> information, training and coaching sessions for partner institutions of the 2 projects <b>b. Implement</b> reach-out activities and approaches related to education, training and in the transition to (self-)employment		
<b>In order to ...</b>	<b>a.</b> In order to... to ensure an inclusive approach in skills development and in the transition to (self-) employment <b>b.</b> In order to... increase access for vulnerable groups in Palestine		
<b>Most important tasks</b>	<u>On the basis of activities under result area 1 (the research, the analysis and the proposed capacity development plan for partner institutions):</u>  <ul style="list-style-type: none"> <li>- Raise awareness of trainers, mentors, coaches and other facilitators and the management of the partner institutions (through communication and reach-out materials, workshop etc.), based on the findings of the desk review in result area 1</li> <li>- Create/empower network community support groups to surround the highest-need young people with extra support and help most vulnerable students stay in school/employment opportunities schemes</li> <li>- Contribute to the development and/or modification of training content, materials and methodological tools based on good practices of inclusive approaches to education and transition to work, with specific approaches addressing different types of vulnerabilities (both for train-the-trainer and training for final beneficiaries)</li> <li>- Monitor the implementation of the capacity building plan by the partners, and modify if need be               <ul style="list-style-type: none"> <li>o Support partner institutions in implementing the train-the-trainer sessions, using the developed material</li> <li>o Support partner institutions in reaching out to vulnerable groups, using the developed material</li> <li>o Support partner institutions in training vulnerable groups, using the developed material</li> </ul> </li> </ul>		
<b>Expected outputs</b>	<ul style="list-style-type: none"> <li>- Conducted workshop for partner institutions (awareness raising)</li> <li>- Increased awareness with partner institutions on problematic, normative framework and methodologies to guarantee inclusion of vulnerable students in TVET</li> <li>- Developed awareness raising materials</li> </ul> <p><i>As a contributor:</i></p> <ul style="list-style-type: none"> <li>- Updated training content and materials, guidance, methods and learning tools</li> <li>- Increased number of vulnerable people (women, NEETs, people with disabilities and those living in remote areas) reached through project activities (target training and coaching, target for (self-)employment 6 months after the training)</li> </ul>		

*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?*

E.g.: *action research, testing & roll-out of new technologies, etc.*

- The objective is to ensure a more inclusive approach to skills development and empowerment. The trainings organised in the concerned projects will partially take place in innovation hubs, where use of new technologies and tools will be promoted. The JE will have the opportunity to experiment with this and make use of the activities that will be organised.
- One of the activities is to develop content and organise capacity building workshops on inclusion in education, training and employment. Therefore, the projects will promote a blended approach, a combination of face-to-face and e-learning as well as specific methodologies and tools to address the specific needs of vulnerable groups. The JE will have to opportunity to experiment with developing an integrated e-module.

#### **Networking & partnerships**

*Does the working environment offer opportunities to create/stimulate certain networks or partnerships (contribution to SDG 17)?*

E.g.: *organise a Good Practices workshop on a local level on a theme the JE is working on; represent the project in local thematic meetings/platforms, etc*

- One of the activities in the job description of the JE will be to organise a local workshop to raise the awareness of project partners on the importance of and the approach towards inclusion in education, training and the transition to employment (awareness raising)
- One of the activities in the job description and at towards the end of the contract of the JE, the JE will have to organise a local workshop (with partners and beneficiaries) on inclusion in education, training and transition to employment in Palestine (action research)
- The JE will have the opportunity to engage with the Ministry of Women's Affairs, Gender Policy Institute, Palestinian General Union of People With Disabilities, Palestinian Disability Coalition
- The JE will have the opportunity to participate, actively contribute and communicate within Enabel on the works of to different established working groups in Palestine such as the Education Sector Working Group, several working groups in the field of inclusion/gender (Against Gender Based Violence, The Status of Palestinian Women in Israel, ) and the Labour Sector Working Group
- The JE will have the opportunity to participate and engage with (i)NGOs or multi-actors in the field of gender, inclusion and education/training/employment in Palestine (to name a few : Unrwa, EU, Ocha, Unesco and Unicef, UNDP etc.)
- The JE will have the opportunity to participate to other thematic meetings, events or conferences when the opportunity arises (e.g. Enabel event International Women's Day, Educaid platform etc.)

#### **Capacity building**

*How will the JE contribute to the capacity building of the local partners, of the hosting partner team, etc ? Will (s)he have the possibility to work in pairs with a young local professional?*

- The JE will have to contribute to organise awareness raising activities, organise and implement workshops and develop training content to ensure a more inclusive approach in the Enabel projects, and within partner organisations on the long-term. Therefore, the JE will work in close collaboration and directly with partner organisations (ranging from the Ministry of Labour, through local community based organisations to training providers or other national organisation) and contribute to exchange good practices and building their capacities.
- The JE will have the opportunity to work with a young local professional, that is based in Gaza.

Requested profile			
<b>Required training/degree for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates. Be complete & specific, please.	<input type="checkbox"/> Agronomy/ Bio-engineer <input type="checkbox"/> Biology/ Environment <input type="checkbox"/> Geography <input type="checkbox"/> Civil/industrial/ electrical engineer/ Architect <input type="checkbox"/> ICT/NTIC <input type="checkbox"/> Mathematics/ Exact sciences <input checked="" type="checkbox"/> <b>Law/Criminology</b>	<input type="checkbox"/> Political sciences/ International relations/ Diplomacy <input checked="" type="checkbox"/> <b>Sociology/            Anthropology/Social            work</b> <input checked="" type="checkbox"/> <b>Psychology</b> <input type="checkbox"/> History/Philosophy/ Art/Religion <input checked="" type="checkbox"/> <b>Educational sciences</b> <input type="checkbox"/> Human resources /Organizational development	<input type="checkbox"/> Economy/Commercial engineer/Marketing <input type="checkbox"/> Communication/Public relations/Journalism <input type="checkbox"/> Languages/Philology /Translator <input type="checkbox"/> (Bio/Para)medical sciences <input checked="" type="checkbox"/> <b>Public health</b> <input checked="" type="checkbox"/> <b>Development studies</b> <input type="checkbox"/> All profiles
<b>Necessary specific knowledge for the job</b> > <b>Remark</b> : will be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> <li>Professional experience empowering vulnerable groups at grassroot level (vulnerable women, youth, persons living with disabilities, etc.) (3 months minimum)</li> <li>! Position <b>only open for Belgian citizen</b> because of the need of a Belgian diplomatic passport to work in the Palestinian territories</li> </ul>		
<b>Language skills</b> > Indicate which language skills are essential or preferable for the job with possible comments on the expected level of knowledge and/or an argumentation.	<b>Languages</b>	<b>Knowledge</b>	<b>Comments</b>
	English	<input checked="" type="checkbox"/> Essential <input type="checkbox"/> Preferable	
	Arabic	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable	This is not essential, but (notions of) Arabic is considered an asset
<b>Preferred assets for the job</b> > <b>Remark</b> : will <u>not</u> be eliminatory on CV for the candidates.	<ul style="list-style-type: none"> <li>Experience with teaching and/or e-learning</li> <li>Excellent ICT skills</li> <li>Experience in Technical and/or Vocational Training</li> <li>Experience in development of 21<sup>st</sup> Century skills</li> <li>Knowledge of the project cycle and/or project management</li> <li>Prior work experience or internship working with vulnerable groups in disadvantaged areas or in international context/field considered an asset</li> </ul>		
<b>Driver's licence for motorcycle &amp; car</b>	<b>Motorcycle</b>	<input type="checkbox"/> Essential <input type="checkbox"/> Preferable	<b>Car</b>
			<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Preferable

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

<b>Other useful observations?</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Given the high cost of living in Jerusalem, the most comfortable and affordable option is co-housing.</li> <li>• Previous juniors were living within walking distance from the Jerusalem office.</li> <li>• Accommodation is easy to find through social media (facebook groups) and the colleagues will be happy to help with finding a place to live.</li> </ul>
<b>Work context &amp; conditions</b>	
<b>Work location</b>	50% East-Jerusalem (JE based in Jerusalem) 50% Ramallah (regular field trips)
<b>Field exposure?</b> <i>(Direct contact with beneficiaries &amp; local reality, frequency field missions,...)</i>	Trainings and other activities will be organised in the field, in collaboration with local partners (either in their training centres, innovation hubs or fab labs or incubator, community centers or youth clubs etc.). The objective is that the Junior Expert will work at least 50% of the time directly – in the field - with local partner organizations and project beneficiaries. Since the project is implemented in East-Jerusalem, Gaza and the West-Bank, the Junior Expert will be introduced to the local reality, and all that is related to working and living in the context of Palestine.
<b>Accessibility of the supervisor</b>	Same office as supervisor
<b>Teamwork / isolated work</b>	100% Teamwork
<b>What transport arrangements will the <u>project</u> consider in order to insure the JE's <u>professional</u> travels/journeys?</b>	<input type="checkbox"/> Motorcycle from the project at disposal of the JE <input checked="" type="checkbox"/> Borrow a car belonging to the project/programme when required <input type="checkbox"/> Local transport? What? : <input checked="" type="checkbox"/> Other, please specify : Bicycle in Jerusalem
<b>What transport arrangements will the <u>JE</u> consider in order to ensure his/her <u>private</u> travels/journeys?</b>	<input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input checked="" type="checkbox"/> Local transport? What? : Walking, Bus, Tram, Taxi, Bicycle, Train <input type="checkbox"/> Other, please specify :
<b>Other useful observations?</b>	<ul style="list-style-type: none"> <li>• Travel and transport for work : project car will be used for professional travels and activities in the field. Transport between two duty stations (Jerusalem and Ramallah) will be ensured by colleagues, living in Jerusalem and going to Ramallah on a daily basis.</li> <li>• Jerusalem has plenty of options for safe local transport (within Jerusalem or to other cities). Possible to move around in Jerusalem city by (electric) bike.</li> </ul>