

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Assistant, GS5

Section: Education

Duration: 364 days

Duty Station: Dhaka

Reports to: Chief Education

1. Purpose of Assignment:

Under the close supervision and guidance of the Chief of Education, the programme assistant supports the section by carrying out a range of procedural, administrative, and operational tasks, especially for the different projects funded by FCDO and KOICA to help develop, implement and monitor their country programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

2. Major duties and responsibilities:

1	Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme delivery. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION, and making necessary logistical arrangements. Keeps vendor lists, partners, and consultant rosters up-to-date
2	Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
3	Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
4	Supporting the management of administrative supplies and office equipment.
5	Maintaining office calendar and arranging meetings. Taking minutes of meetings and keeping the correspondence of the team well organized.
6	Providing travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaising with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
7	Maintaining and updating a system which monitors the absence of staff.
8	Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
9	Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.
10	Supporting capacity development activities, meetings and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging times through liaising with participants over availability; liaising with budget focal points and section over costs and needs; and preparing background materials for participants.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL: Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

WORK EXPERIENCE: A minimum of five years of administrative or clerical work experience is required. Prior experience in programme support functions is an asset.

LANGUAGE PROFICIENCY: Fluency in English and Bangla is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<u>Values</u>	<u>Competencies</u>
<ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Sustainability 	<ul style="list-style-type: none"> ▪ Demonstrates Self Awareness and Ethical Awareness (1) ▪ Works Collaboratively with others (1) ▪ Builds and Maintains Partnerships (1) ▪ Innovates and Embraces Change (1) ▪ Thinks and Acts Strategically (1) ▪ Drive to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)

Child Safeguarding Certification
(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <i>*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.