

## Terms of Reference for Programme Associate - Temporary Appointment

**Duty Station: Jakarta, Indonesia**

**Level: GS-6**

**Duration: 02 January - 31 December 2022 (364 days)**

**Supervision: Immunization Specialist**

**Duty station: Jakarta, Indonesia**

### **Background:**

The routine immunization program has been facing enormous challenges during the COVID-19 pandemic. The utilisation of all vaccines has declined sharply, and issues related to the demand and supply side are critical; there is a high risk of vaccine-preventable disease (VPD) outbreaks in the coming months/year and potential diversion of resources and attention away from routine immunization. As per the Ministry of Health's comprehensive plan 2020-2025, the Government of Indonesia has also made commitments towards eliminating measles and rubella by 2023, while the polio eradication and maternal and neonatal tetanus elimination statuses should be maintained. Simultaneously, several new and underutilised vaccines for pneumonia (pneumococcal conjugate vaccine (PCV)), diarrhoea (rotavirus), polio (inactivated polio vaccine (IPV)), human papillomavirus will be scaled up or introduced. In this regard, UNICEF has been providing significant support to the Government of Indonesia's (GoI) efforts in rolling out COVID-19 vaccine(s) while ensuring routine immunization services are maintained and strengthened. A number of UN Volunteers and UNICEF provincial/regional consultants have been working to support the COVID-19 vaccine introduction and roll-out and intensify the routine immunization program

However, despite significant progress in the COVID-19 vaccination program, vaccination coverage among several target age groups remain low, inequity in vaccination coverage is apparent, issues are reported with the immunization supply chain and vaccine management. Knowing the challenges, UNICEF intends to hire additional consultants and UNVs in 2022 to intensify the technical assistance to strengthen the routine immunization, support the introduction and scale-up of several new and underutilised vaccines, implement the COVID-19 vaccine program with optimal quality, and conduct the measles and rubella (MR) vaccination campaign.

Furthermore, throughout 2021 a number of consultants and UNVs were also recruited to support the implementation of Health programmes such as acceleration of malaria elimination in high endemic areas, supporting the core team of the Ministry of Health (MoH) in developing policy recommendations and strategic planning, and supporting the MoH Crisis Centre in development of contingency plan on management of health crisis. These assignments are foreseen to continue in 2022. Considering the large scale of Health programmes, which shall require administrative and financial support, the Health section would like to hire a Programme Associate (TA-Emergency) for 364 days, starting from January 2022.

### **Work Assignment Overview:**

1. Support the Health Section in the creation, monitoring, and payment of contracts with individual vendors.
2. Monitor budget allocation and expenditures for the implementation of COVID-19 Vaccine introduction and roll-out
3. Support the procurement of necessary COVID-19 Vaccine supplies
4. Provide administrative support to the UN Volunteers and consultants based in Jakarta and field offices, including their travel and payment processing
5. Assist in the preparation of Supply Plan, work-plan, and BAST

6. Monitor and track the efficient distribution of supplies that are required for effective programme delivery.
7. Support the programme section in researching, compiling, and analyzing qualitative and quantitative data and information from various sources on subject matters relevant to the work of the section to facilitate programme delivery and preparation of reports, working papers, and presentations.
8. Carry out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and make amendments and alterations as per section revisions when necessary.
9. Carry out transactions in VISION pertaining to grants and programme-related items for his/her section, including but not limited to registering grant allotments and tracking expiring programme grants.
10. Prepare program monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
11. Regularly monitor budgets and financial expenditures of the health section by employing appropriate tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision and/or follow up.
12. Help prepare periodic or ad-hoc financial reports relating to country office and donors to optimise the use of programme funds.
13. Support capacity development activities related to programme development by preparing training materials and participating in exercises.

**Skills required:**

- In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes
- Strong organizational, planning, and prioritizing skills and abilities.
- High sense of confidentiality, initiative, and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.
- Great attention to detail.
- Good analytical skills.
- Able to work independently with minimal supervision
- Proven ability to deliver under tight deadlines
- Self-motivated and results-oriented

**Education required:**

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

**Experience required:**

- A minimum of six years of administrative or clerical work experience is required.
- Prior experience in programme support functions is an asset.
- Familiarity with UNICEF/UN Harmonized Approach of Cash Transfer (HACT) is considered an asset.
- Experience using UNICEF/UN software such as VISION and SharePoint is considered an asset.

**Language required:**

- Fluency in English and Bahasa Indonesia is required. Knowledge of another official UN language or other local language is considered an asset.

