

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO : TERMS OF REFERENCE (TOR)	
Job Title and Level: Administrative Assistant, G5	
Section: Oper - Administrative Serv, Dhaka	
Duration: 11 Months	
Duty Station: Dhaka, Bangladesh	
Reports to: Administrative Associate, G-6	
1. Purpose of Assignment:	
<p>The 2018-2022 Country Programme is designed and will be implemented in the context of the post-emergency era and as such, it is proposed to change the Operations HR structure in order to maintain optimal operational capacity to support the programme implementation in the new programme cycle. The position is part of the Operations section, under the purview of the Administrative unit will support the Administrative Associate, G-6, in handling protocol issues and transport dispatch management for UNICEF Bangladesh.</p> <p>Under the supervision and guidance of the Administrative Associate, the Administrative Assistant is responsible for the timely, efficient and appropriate delivery of Protocol & Visa services as well for managing all facets of the transportation activities of UNICEF Bangladesh Country Office, Dhaka including day to day supervision of drivers and maintenance of office vehicles in support of smooth programmatic operations for the respective section(s). This position will also be responsible for managing the roster of drivers, maintenance of vehicle log/ data entries, check driver DSA and overtime as well as hired vehicles along with reporting of the management of electronic vehicles.</p>	
2. Major duties and responsibilities:	
	1. Protocol and Visa assignments: <ul style="list-style-type: none">• Provide protocol services at the airport to the Representative, VIPs and new staff members.• Arrange VIP pass to receive the Guest at the VIP Lounge.• Arrange passbook from NBR for international staff.• Arrange Bangladesh visa for international staff, their dependents and consultants, donors and others.
	2. Transport Dispatch Management: <ul style="list-style-type: none">• Manage BCO Transport pool dispatch through the online vehicle booking system. Orient and guide staff and drivers on the online booking system. Assign, record and monitor the use of all daily transport requests with proper supporting documents.• Responsible for prioritizing transportation requests and assigning vehicles for daily routine assignments as well as field trips. Support/ train drivers in completing their Security Clearance and Travel Authorizations. Ensure proper management of shift/ duty rosters DSA and overtime for drivers.

	<ul style="list-style-type: none"> • Ensure that vehicles are SRMM (Security Risk Management Measures) Compliant with all required equipment and are in usable condition. Ensures that all the vehicles are kept clean and ready to use at all times. Ensures that all safety regulations, security operating procedures and standard HF and VHF communications procedures are followed. Ensures that all mandated security-related equipment is present and operational in the vehicles at all times. • Ensures that the steps required by rules and regulations are taken in case of involvement in an accident or other incident involving the vehicle and or its passengers. Reminds the drivers to adhere to the 20 driving principles and apply safe driving techniques.
	<p>3. BCO Pool Driver Supervision:</p> <ul style="list-style-type: none"> • Responsible for assigning duties, support and guiding all BCO pool drivers including thirteen outsourced and six UNICEF drivers/ senior driver. Determine priorities/ targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards. • Responsible for ensuring that drivers clean, conduct morning checks of their assigned vehicles regularly on a day-to-day basis and keeping vehicles roadworthy. • In the event of an accident, ensure proper process and SIR documentation.
	<p>4. Recording and Data Management:</p> <ul style="list-style-type: none"> • Request fuel coupons, maintain and monitor fuel consumption. Ensures all vehicles related data are properly recorded. Provide monthly reports with key performance indicators in the case of fuel efficiency, cost of maintenance etc. • Ensure that the pool vehicles have proper valid documents including a blue book and appropriate insurance certificate before assigning for a duty. This is also to be ensured that the driver is carrying his valid driver license of a specific category while driving a UNICEF official vehicle. • Check/ verify vehicle maintenance record and fuel entry in Master Logbook when invoices are received. Ensure the quality of rented vehicles before assigning and record the actual use of rental vehicles. Digitize all vehicles original relevant documents for proper electronic filing system and update regularly. Keep proper records of all vehicles and update the Administrative Associate in updating the asset records. • Other tasks as assigned by the Supervisor.
<p>3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>EDUCATION & OTHER SKILL: Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.</p> <p>WORK EXPERIENCE: A minimum of Five years of relevant Administrative or clerical work experience is required.</p> <p>LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of another UN language or local language of the duty</p>	

station is considered as an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Competencies

- 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?*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, check all that apply below.		
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
*“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.		
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)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
* “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”.		
4. Is this a Safeguarding response role*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*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		
5. Is this an Assessed risk role*?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
*The incumbent will engage with particularly vulnerable children ¹ ; or Measures to manage other safeguarding risks are considered unlikely to be effective ² .		

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.