

## TERMS OF REFERENCE- Temporary Appointment

### Summary

<b>Post Title</b>	<b>Programme Assistant</b>
<b>Proposed level</b>	G5
<b>Location</b>	Gedaref, Sudan
<b>Duration</b>	364 days
<b>Supervisor</b>	Gedaref Emergency Coordinator
<b>WBS &amp; Grant</b>	

### Background

In early November 2020, the UN recorded an influx of asylum seekers at border entry points in East Sudan from Ethiopia, following military confrontations between the Ethiopian Defence Force (EDF) and Tigray Regional Security Forces (TRSF). As of September 2021, there are currently 48,321 refugees (28,374 refugees, including 12,690 children, reside in camps; 9,947 refugees, including 3,283 children, reside out of camps). Fighting along the Sudan-Ethiopian border continues. The existing inter-agency emergency refugee response plan (Nov. 2020 – Dec 2021) foresees an influx of up to 120,000 refugees from Ethiopia, including some 100,000 refugees of Tigray ethnicity into Kassala/Gedaref States.

The State Government of Gedaref, represented by the Commission of Refugees (COR), is leading the overall humanitarian response. UNHCR, in close collaboration with and under the leadership of COR, leads the overall coordination efforts across the response. UNICEF and UNHCR co-lead WASH and Education, Child Protection Sub-Working Groups. The H&N Working Group (WG) is co-led by COR and UNHCR under the overall leadership of State Ministry of Health. UNICEF. UNICEF programming approach to this response has aimed to build capacities of the government institutors at the state and locality level. Most of the programme interventions are implemented through the state ministries and line departments and address the needs of both refugees and host communities. The response interventions aim to provide a strong basis for longer term development of the local populations through system and capacity development.

### Purpose

Under the supervision and direction of the Gedaref Emergency Coordinator, in coordination with the Chief of Field Office Kassala, the programme assistant supports the respective section (s) by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement and monitor their country programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

### MAIN DUTIES AND RESPONSIBILITIES

#### III. Key functions, accountabilities and related duties/tasks

- 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.

- Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
- Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Supporting the management of administrative supplies and office equipment.
- Maintaining office calendar and arranging meetings. Taking minutes of meetings and keeping the correspondence of the team well organized.
- 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.
- Maintaining and updating a system which monitors the absence of staff.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
- 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.
- 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.

#### Expected background and Experience

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**ii) Core Competencies (For Staff without Supervisory Responsibilities) \***

- 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

**VI. Recruitment Qualifications**

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of five years of progressively responsible administrative or clerical work experience is required  Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**Duty Station and Travel**

Gedaref, Sudan

**Prepared by:**

Date:

***Reviewed by:***

Date:

***Certified by:***

Date:

***Approved by:***

Date: