**TERMS OF REFERENCE**

 (FOR Temporary Appointments)



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| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** |
| **Job Title and Level: Administrative Assistant (Transport) GS-5** |
| **Section: Cox's Bazar - Operations**  |
| **Duration: 364 days** |
| **Duty Station: Cox’s Bazar** |
| **Reports to: Administrative Officer, NOA, Cox’s Bazar** |
| 1. **Purpose of Assignment:**

Under the supervision and guidance of the Administrative Officer NOA, the Administrative Assistant is responsible for executing a broad variety of routine tasks as well as some specialized tasks within the UNICEF Cox’s Bazaar field office, e.g. covering vehicle fleet, Generators and Forklift management; travel and accommodation for official visitors; general administrative support etc. in support of Rohingya emergency response and host community programme implementation. For effective performance of duties under this post, the incumbent will require to have thorough knowledge of UNICEF administrative procedures, processes and policies.  |
| 1. **Major duties and responsibilities:**

**Office Vehicle fleet management:** This is a major component of this post. The incumbent shall be responsible for-* Management and coordination of over 20 UNICEF Cox’s Bazaar transport fleet.
* Prepare weekly vehicle movement schedules and drivers’ duty roster as well coordinate the office staff shuttle schedule.
* Make sure that all office vehicles are always in good running condition and road worthy by ensuring timely servicing and maintenance of all vehicles.
* Check vehicle logbooks daily and address any irregularities with the respective drivers.
* Follow-up on drivers’ disciplinary issues and ensure appropriate disciplinary action is taken where the driver has committed a misconduct related to the performance of their duties.
* Coordinating daily driver duties and ensuring that all vehicles are always maintained in a clean and hygiene manner.
* Ensure that all vehicles have all accessories including water, hand sanitizers, first aid box and other supplies.
* Prepare daily driver duties to the camps and host communities including other duties which may require office transport.
* Ensure that all vehicles have adequate fuel and that there is reserve fuel for emergency propositioning to the amount of 2000 liters.
* Prepare monthly reports on fuel consumption, mileage, maintenance costs per vehicle etc.
* Contribute to office vehicle running costs efficiency by implementing office usage rationalization.
* Follow-up with garages, fuel stations and other suppliers for office vehicles spare parts and ensure that their invoices are paid promptly within the specified time.
* Coordinate airport pickup and drop off whenever required.

**Generator and Forklift management** * Keep all Generators and the Forklift operational by ensuring regular maintenance and servicing.
* Ensure that all Generators and the Forklift have adequate fuel and that there is reserve fuel for emergency propositioning.

**Booking Hotel accommodation for official visitors.*** Make hotel bookings for all visiting staffs at UNDSS cleared hotels within Cox’s Bazar district, Chattogram and any other places in Bangladesh**.**
* Ensure staff members are informed that they will be required to pay for their expenses at the hotel.

**Travel** * Coordinate the booking of flights for all official travel by requesting for air fare quotations and ensuring that the air ticket is issued timely.
* Ensure that the TA is approved before confirming the issuance of air tickets to the travel agent.
* Supporting all staff members with any air travel issues including changing booking schedules and liaising with the travel agent where there are bottlenecks.
* Provides travel assistance to staff members in section for travel arrangements and entitlements based on the organization’s rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
* Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures.
* Extracts, inputs, maintains, and verifies correctness of travel records in the organization’s travel system to ensure accurate transactions related to travel costs and staff travel.
* Assists in the preparation of budgets on travel costs and maintain travel plan and budgetary control records.
* Monitors travel certification and by following up with staff members to close their open TAs in vision soon after they return from their duty or entitlement related travel.

**Petty cash management:** As an alternate custodian, the incumbent shall be responsible for- * Receive office petty cash amount from Bank and ensured safe storage in the office safe.
* Disburse cash based on the approved petty cash claim forms to the requestor.
* As office Petty Cash custodian ensure that the office has adequate cash to support low-value procurement and submit petty replenishments request on a timely basis and coordinate with the UNICEF Bangladesh Country Office (BCO) in Dhaka for the update of replenishment.
* Submit Petty Cash replenishment request to BCO based on petty cash reconciliation exercise.
* Support and comply with surprise petty cash counts as required by UNICEF rules and conducted by either the finance officer or Operations Manager.

**Receiving invoices and HACT documents from vendors and implementing partners and coordinate office courier and mail distribution.** * Monitoring incoming invoices and VAT documents through the delegated bancosinvoices@unicef.org
* Scrutinizing and checking the invoices to determine which section to forward them and resolve if there is/are any errors by liaising with the section and vendor.
* Distribute the invoices to the section within one workday.
* Enter the invoice details in the online invoice register for tracking and reporting.
* Received hard copy of invoices and VAT documents delivered physically to the office and distribute to section and finance.
* Supporting in scrutinizing all invoices to determine if invoices have already been paid for to prevent instances of double or multiple payments.
* Follow up on office courier by sending official documents and parcels through the courier company and distribute in coming courier in a timely.
* Receive office mail and coordinate the distribution of office mail by office messengers in a timely manner.
* Circulate newspapers as per the office newspaper distribution list.

**Payment and Invoice Processing:** Monitor and ensure timely payment of the following services after reviewing the completeness and correctness of the invoices- * Monthly Electricity Bill.
* Fuel Bill Processing.
* Bills of Hotels for workshop.
* Office general Maintenance Bill.

Ensure all VAT requirements are complied with before submitting the invoice for payment.**Supplies/Equipment*** Supports management of administrative supplies, office equipment, and updating inventory of items.
* Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.
* Arranges for the purchase and timely distribution of office supplies.
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| **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 field of work including automobile engineering, administration, supply and logistics. **WORK EXPERIENCE:** * A minimum of 5 years of relevant administrative or clerical work experience is required.

**LANGUAGE PROFICIENCY:** * Fluency in English (verbal and written). Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language is an asset.
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| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** |
| **Values** * Care
* Respect
* Integrity
* Trust
* Accountability
 | **Competencies*** Demonstrates Self Awareness and Ethical Awareness
* Works Collaboratively with others
* Builds and Maintains Partnerships
* Innovates and Embraces Change
* Thinks and Acts Strategically
* Drives to achieve impactful results
* Manages ambiguity and complexity
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**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.  | [ ]  Yes [x]  No  |
| 2a. Is this a Direct\* contact role?2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.*\*“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.*  | [ ]  Yes [x]  No[ ]  Yes [ ]  No |
| 3a. Is this a Child data role? \*:3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)*\* “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”.* | [ ]  Yes [x]  No[ ]  Yes [ ]  No |
| 4. Is this a Safeguarding response role\**\*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* | [ ]  Yes [x]  No |
| 5. Is this an Assessed risk role\*? *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | [ ]  Yes [x]  No |

End.

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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)