



Terms of Reference

Roster of Consultants for office administrative, clerical and events support

Background:

UNICEF Innocenti – Global Office of Research and Foresight in Florence mission's is to facilitate the role of research and foresight as fundamental pillars of the evidence base that helps drive change for children. The Office explores emerging issues and identifies research gaps, bringing together researchers and experts to create new research and data to address questions and inform debates.

UNICEF Innocenti - GORaF also regularly hosts international conferences, events, workshops, and meeting; both in-person, on-line or in a hybrid modality.

External support is required to assist with the administrative preparations of such events, as well as to support the ongoing day-to-day work of the Unit's Executive Assistants during particularly busy times, and provide back-up as deemed necessary to Units.

Objective:

To provide clerical, secretarial, administrative, and logistical support for specific projects, and during specific activities/times, or for the preparation of meetings and events, under the direct supervision of the staff member who is the focal point for said activities.

Specific Activities:

- Logistical preparations for conferences, events, and workshops (travel, accommodation, catering, on-site preparations)
- On-line support for seminars and workshops, webinars & on-line events co-host function
- Clerical/generic support to the Office (filing, creation of folders, correspondence)
- Preparation of meeting packages, administrative notes, guests list & meeting kits
- Contracting support, drafting correspondence
- Meetings/events on-site support (preparation of venue, guests' assistance, info desk)
- Support to units with a variety of administrative and secretarial tasks during busy times
- Support to units when Executive Assistants are on annual Leave (including handover prep work with EA)

Qualifications & Requirements:

- Completion of secondary school education
- Minimum of 3 years of administrative and/or general office clerical and support work
- Experience in on-line convening is an asset

- Excellent computer skills (MS Office, Word, Excel, Zoom, Teams)
- Fluency in English (oral and written)
- Fluency in Italian (oral and written)
- Excellent interpersonal skills
- Ability to work in a multicultural environment.
- Live within commuting distance of the office
- Candidates must have the legal right to live and work in Italy. EU nationals are eligible to apply so long as they are living within commuting distance.

(The selected candidates will receive appropriate formal training on the assigned tasks)

Duration of Contract:

The successful applicant(s) will be placed on roster and will be contracted as and when deemed necessary. Duration of contracts will vary from a few days to some weeks and up to a maximum of 6 months per year, depending on the need.

Supervision:

The consultant will work under the direct supervision of the staff member who is the focal point for the assignment/task/event.

Estimated cost:

The consultant will be paid based on a rate of EUR120.00 per day or EUR2500 per month (up to 20 days work)

Payment schedule:

Upon delivery of services