

Programme Assistant, GS5, FT, Lome, Togo#13825

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, education.

How can you make a difference?

Under the close supervision and guidance of the supervisor, 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.

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.

To qualify as an advocate for every child you will have...

- A completion of secondary education is required, preferably supplemented by a first university degree in the field related to the work of the organization.
- A minimum of five years of progressively responsible administrative or clerical work experience is required.
- Fluency in French is required. Knowledge of another official UN language (English, Arabic, Chinese, Russian or Spanish) or a local language is an asset.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

UNICEF competencies required for this post are...

- Builds and maintains partnerships (1)
- Demonstrates self-awareness and ethical awareness (1)
- Drive to achieve results for impact (1)
- Innovates and embraces change (1)
- Manages ambiguity and complexity (1)
- Thinks and acts strategically (1)
- Works collaboratively with others (1)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic. We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and

employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable are encouraged to apply.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.