

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO-CXB: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Assistant, GS5

Section: Education

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Education Manager

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organisation does — in programmes, in advocacy and in operations. The equity strategy, emphasising the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the education, health and protection of a society's most disadvantaged citizens, addressing inequity, not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realising the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

1. Purpose of Assignment:

This TOR covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the TOR. If this is the case, this can be made clear in work plans and/or individual performance plans.

Under the guidance and general supervision of the Education Manager (P4) within the Education Section, the Programme Assistant provides operational guidance and support to facilitate the delivery of results, in line with the Joint Response Plan (JRP) and Country Programme Document (CPD). The Programme Assistant supports the Education Section by carrying out a range of procedural, administrative, financial and operational tasks, to help develop, implement and monitor the CXB education programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

2. Major duties and responsibilities:

- Prepare Harmonised Approach to Cash Transfer (HACT) transactions in EZHACT 2.0 (UNICEF's financial platform). This includes Implementing Partner payments, including Direct Cash Transfers (DCT), Reimbursements and Reporting (including liquidations and refunding).
- Work closely with Finance colleagues in Dhaka to resolve issues arising from payment processes.
- Maintain a tracker, to keep detailed, up-to-date records of all transactions from the Education Section (both HACT and non-HACT).
- Work with PD Managers and Supply Colleagues to raise Sales Orders (SOs) for education procurement.
- Participate in grant meetings, with Implementing Partners, helping to explain processes, review payments with PD Managers and in Education Section Team Meetings and Grant Management meetings.
- Facilitate the process 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 TORs in VISION, and making necessary logistical arrangements. Keeps vendor lists, partners, and

consultant rosters up to date.

- Collect invoices and file documents for approval and thereafter processing in VISION.
- Prepare and maintain records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Support 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 organised.
- Providing travel assistance to staff members in Education 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.
- Prepare and maintain records pertaining to programme planning and development for his/her respective section.
- Support 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.

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 work of the organization.

WORK EXPERIENCE: A minimum of five years of administrative or clerical work experience is required. Prior experience in programme support functions is an asset.

LANGUAGE PROFICIENCY: Fluency in English and Bangla is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is 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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>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.</p> <p><i>*"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.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>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)</p> <p><i>* "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".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*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)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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.