

**Terms of Reference for Temporary Appointment[[1]](#footnote-1)**

**More Generic Vacancies Coming Soon**

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[Monitoring and Evaluation Consultant (Health and Nutrition) Open to Nationals of Ukraine only](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505721)

**Location:** Ukraine
**Work Type:** Consultancy
**Closing Date:** Tue Jul 18 06:00:00 UTC+0200 2017

The objective of the local consultancy is to support health and nutrition emergency response by assessing the maternal and child health needs and ensuring timely and effective monitoring and implementation of UNICEF programme activities in GCAs and NGCAs of Eastern Ukraine.

* [Communication for Development Officer, NOB, Maradi - Niger](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505617)

**Location:** Niger
**Work Type:** Fixed Term Staff
**Closing Date:** Wed Jul 19 00:55:00 UTC+0200 2017

La Représentation de l’UNICEF, République du Niger, cherche pour engagement à durée déterminée un(e) Administrateur(ice) chargé(e) de Communication pour le Développement (C4D) pour son Bureau de Maradi

* [TA - Administrative Assistant Guest House - GS4, Maiduguri](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505716)

**Location:** Nigeria
**Work Type:** Temporary Appointment
**Closing Date:** Wed Jul 19 00:55:00 UTC+0200 2017

Under the supervision of the Operations Manager, the incumbent will ensure that guests are adequately accommodated; that guest houses are functioning in line with the organizations’ requirements and oversee all service providers in charge of cleaning, cooking, security etc.

* [Emergency specialist (Assessment, Measurement and Evaluation)](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505686)

**Location:** Office of Emer Operations, UNICEF NYHQ
**Work Type:** Temporary Appointment
**Closing Date:** Mon Jul 31 23:55:00 UTC+0200 2017

The Child Protection Area of Responsibility (CP AoR) is looking for an Emergency specialist (Assessment, Measurement and Evaluation).

* [National Consultant Support to the National Conference on Violence against Children](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505713)

**Location:** Maldives
**Work Type:** Consultancy
**Closing Date:** Sun Jul 9 12:30:00 UTC+0200 2017

The main objective of the consultancy is to, support the Ministry of Gender and Family in the preparation (consultation with stakeholders, and with guidance from the steering committee, drafting of the action plan, ensure that the thematic discussion papers are ready on time), execution (ensure that the logistics are worked out, invitation for the opening ceremony and the conference are sent out, have all the papers ready, ensure that the minutes, recommendation and conclusions are recorded, together with the steering committee have the final action plan ready for launching) of the National Conference on Violence against Children for strengthening the prevention and response to cases of VaC

* [Call for Administrative and Programme Assistant Consultants Roster](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505678)

**Location:** Regional Services Division, Bangkok
**Work Type:** Consultancy
**Closing Date:** Mon Jul 24 18:55:00 UTC+0200 2017

UNICEF East Asia and Pacific Regional Office is seeking applications to a roster for individual consultants to provide administrative and programme support to the team.

* [Workshop Process Facilitator, Kuala Lumpur, Consultancy, Malaysian Only](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505670)

**Location:** Malaysia
**Work Type:** Consultancy
**Closing Date:** Mon Jul 17 17:55:00 UTC+0200 2017

Location: Kuala Lumpur Type of Contract: Individual Contractor Position Title: Workshop process facilitator Languages Required: English and Bahasa Malaysia Duration of Contract : 21st August – 11th September 2017 Reporting to/Supervisor: Marianne Clark-Hattingh

* [Monitoring & Evaluation Officer (HPM) NO-B, N'Djamena Chad](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505566)

**Location:** Chad
**Work Type:** Fixed Term Staff
**Closing Date:** Tue Jul 18 00:55:00 UTC+0200 2017

Cette position est destinée uniquement aux candidats de nationalité tchadienne. Les candidats qualifies sans distinction de religion sont invités à postuler. Les candidatures féminines son vivement encouragées.

* [Evaluation des interventions de l'UNICEF dans le secteur de l'éducation au Cameroun de 2013 à 2016](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505539)

**Location:** Republic of Cameroon
**Work Type:** Consultancy
**Closing Date:** Mon Jul 17 00:55:00 UTC+0200 2017

Evaluation qualitative des interventions de l'UNICEF dans le secteur de l'éducation au Cameroun de 2013 à 2016. Cette evaluation sera conduite par une équipe de deux (2) consultants dont un international et un national (camerounais).

* [Batch Vacancy: Procurement Assistants (2), GS-5, Contracting Centre, New York HQ](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=504545)

**Location:** Programme Division, UNICEF NYHQ
**Work Type:** Fixed Term Staff
**Closing Date:** Tue Jul 11 05:55:00 UTC+0200 2017

The incumbents of these posts will support all procurement activities in compliance with the UNICEF Financial Rules and Regulations, Supply Division Manual and other applicable procurement procedures.

* [Consultancy - UPSHIFT Global Strategist & Lead - Scale, Office of Innovation](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505701)

**Location:** Office of Global Innovation
**Work Type:** Consultancy
**Closing Date:** Mon Jul 24 05:55:00 UTC+0200 2017

Under the management of the Senior Advisor on Innovation / Scale-up Lead, provide strategic guidance and support in the following areas: a. Develop global strategy and plan for scaling UPSHIFT in consultation with cross-sectoral specialists, experienced country offices and external partners b. Liaise closely with MEL Innovation Specialist on global Theory of Change, MEL indicator framework. c. Lead gathering and development of the global core content for OpenSourcing. d. Lead gathering and development of implementation toolkit and deployment process capturing the lessons learned, pitfalls to avoid and resources to enable the efficient implementation of UPSHIFT by successive countries. Reference existing toolkits and process as relevant. e. Liaise closely with innovations partnerships team on shaping and pitching UPSHIFT for financial and non-financial engagement f. Liaise closely with innovations communication team on communication efforts for UPSHIFT g. Support country offices in implementation of UpShift based on the above, ensure accurate tracking of country scale pipeline (live, pipeline, exploring) and manage project in project management system h. Support other strategy work within the GIC, as required

* [Consultancy - Innovation Monitoring, Evaluation and Learning Specialist - Scale, Office of Innovation](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505702)

**Location:** Office of Global Innovation
**Work Type:** Consultancy
**Closing Date:** Mon Jul 24 05:55:00 UTC+0200 2017

Under the management of the Senior Advisor on Innovation / Scale-up Lead, provide strategic guidance and support in the following areas: a. Support country offices in implementation of MEL pilots for U-Report, IoGT, EduTrac and UpShift innovations b. Revise existing MEL frameworks for U-Report, IoGT, EduTrac and UpShift innovations based on MEL pilot and feedback c. Finalise MEL frameworks for Digital Health innovations d. Develop any new MEL frameworks for newly identified areas of work by written request of Senior Advisor, Scale e. Be available to advise on and develop communication materials around MEL, impact and success stories as needed f. Support GIC scale in responding to evaluation questions from evaluation of innovation

* [Consultancy - Innovation Specialist - Scale, Office of Innovation](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505703)

**Location:** Office of Global Innovation
**Work Type:** Consultancy
**Closing Date:** Mon Jul 24 05:55:00 UTC+0200 2017

2. Purpose of Assignment: Under the management of the Senior Advisor on Innovation / Scale-up Lead, provide strategic guidance and support in the following areas: a. Building on the global framework for the role of Human Centred Design in UNICEF programmes, draft partnership activation model, delivery models, and document different approaches to scaling HCD across UNICEF [15] b. Draft strategic input to framework for UNICEF’s Approach to Digital Health and the Digital Health Deployment Toolkit [10] c. Develop draft documentation and framework for innovation in emergencies / humanitarian action that can be used by OoI as a solid starting point to move this work with EMOPS [15] d. Support drafting of key content and concepts for partnership proposals for UNICEF Scale [10] e. Contribute to development of an overall draft strategy document for Scaling Innovations For Every Child [10 days] f. Identify key, high-value knowledge placement opportunities and co-draft [5 days]

* [Child Protection Officer, NOB level, Astana, Kazakhstan (only for Kazakhstan nationals)](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505680)

**Location:** Kazakstan
**Work Type:** Fixed Term Staff
**Closing Date:** Sun Jul 16 20:55:00 UTC+0200 2017

UNICEF Country Office in Astana, Kazakhstan is looking for Child Protection Officer at NOB level.

* [Child Protection Specialist, NOC, Lebanon Beirut, Fixed Term Appointment - 1 Year](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505550)

**Location:** Lebanon
**Work Type:** Fixed Term Staff
**Closing Date:** Mon Jul 17 22:55:00 UTC+0200 2017

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

* [Internship, Education Management Information System (EMIS) & T4D, Windhoek, Namibia](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505636)

**Location:** Namibia
**Work Type:** Internship
**Closing Date:** Tue Jul 11 00:55:00 UTC+0200 2017

To support the Namibia CO’s Education section in their duties, and provide assistance in the implementation of the sections 2017 work plan. (1) Assist in data analysis, generation of EMIS reports, data presentation (infographics); (2) Assisting in carrying out the Technology 4 Development (T4D) pilot project focusing on effective integration of ICT in education to improve learning and teaching outcomes.

* [Child Protection Officer, P-2, Windhoek, Namibia](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505639)

**Location:** Namibia
**Work Type:** Temporary Appointment
**Closing Date:** Sat Jul 15 00:55:00 UTC+0200 2017

UNICEF Namibia is seeking a legal professional with working experience in the field of international law and transnational crimes involving children, to support and assist the Chief of Child Protection and Social Protection as well as the Child Protection Specialist with the implementation of the 2017 Annual Work Plan in dedicated areas (see key expected results).

* [Emergency Specialist, P-3 (Coordination) (Temporary Appointment, 6 months)](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505673)

**Location:** Angola
**Work Type:** Temporary Appointment
**Closing Date:** Mon Jul 17 00:55:00 UTC+0200 2017

The incumbent will coordinate emergency response operations in the cholera outbreak-affected areas in northern Angola, the refugee crisis in Lunda Norte, and other emergency response operations which may arise to ensure a timely, coherent and efficient response in accordance to the Core Commitments for Children in Humanitarian Action (CCCs) and defined humanitarian response UNICEF work plan. The incumbent will also be expected to support management and track a common set of humanitarian and baseline data required for a strengthened humanitarian response and planning for future interventions. Capacity of the programme sections will be built for contingency planning and emergency preparedness, to allow sections to assess and respond to the changing emergency environment. The Emergency Specialist will also be required to undertake humanitarian learning reviews.

* [Emergency Specialist, Refugee Response Team Leader, P-3 (Lunda Norte) (Temporary Appointment, 6 months)](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505679)

**Location:** Angola
**Work Type:** Temporary Appointment
**Closing Date:** Mon Jul 17 00:55:00 UTC+0200 2017

The Field Response Manager will oversee the work of all UNICEF staff deployed to Dundo and Louva in accordance with UNICEF’s Refugee Response Plan which specifically focuses programming in the areas of Health, WASH, Child Protection, Nutrition and Education. Additional support will be provided by the technical teams from the UNICEF Country Office in Luanda.

* [HIV/AIDS Specialist, P-4, Maputo, Mozambique](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505123)

**Location:** Republic of Mozambique
**Work Type:** Fixed Term Staff
**Closing Date:** Mon Jul 17 23:55:00 UTC+0200 2017

The incumbent will have overall leadership for the policy dialogue with government and partners working on “HIV/AIDS” programmatic area, with a strong focus on PMTCT and treatment of paediatric AIDS.  The incumbent will be the HIV/AIDS focal person for UNICEF, responsible for internal coordination of all the work done HIV/AIDS, as well as representing UNICEF in external fora, such as the UN joint working group on HIV/AIDS. The incumbent will therefore lead on HIV/AIDs policy dialogue, be responsible for programming in biomedical aspects of HIV/AIDS interventions, and expected to foster strong technical links in nutrition, MNCH, adolescents, and social protection programming.

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TA – [People and Culture Assistant, GS-05, 364 days (no later than 31 Dec. 2025), MENA RO Amman] – Post No: **00130251**

**Section: Regional HR Section Supervisor: People and Culture Specialist**

**Background:**

[The TA People and Culture Assistant will be part of the Regional HR Team in the MENA Regional Office to provide support to the team in meeting the different demands coming from the RO as well as the CO’s.]

**Purpose:**

Under the supervision of the [People and Culture Specialist], the incumbent will ensure that [provide administrative, procedural and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in his/her office, ensuring accurate and timely delivery that is in compliance with UNICEF HR rules and regulations]

**Responsibilities and Tasks:**

 **Summary of key functions/accountabilities:**

* **Support to business partnering.**
* **Support in recruitment and placement.**
* **Support in organization design and job classification.**
* **Support in learning and capacity development.**
* **General office support**
1. **Support to business partnering.**
* Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes.
* Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner
* Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.
1. **Support in recruitment and placement.**
* Prepares and circulates internal and external advertisements.
* Liaises with candidates in the various stages of the recruitment process.
* Prepares formal acknowledgement, offer and regret letters.
* Initiates and follows up on reference checks and academic verifications and ensuring the completion of other background checks.
* Records and maintains recruitment files, ensuring all necessary documentation has been prepared.
* Monitors life-cycle of recruitment process to update supervisor as necessary.
1. **Support in organization design and job classification.**
* Prepares documents to be submitted for classification to RO and NYHQ, ensuring completeness of documentation.
* Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning.

1. **Support in learning & capacity development.**
* Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations.
* Assists team in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.

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| * Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.
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1. **General office support**

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| * Drafting and/or processing a variety of correspondence and other communications
* Setting up and maintaining HR files/records (electronic and paper)
* Scheduling appointments and meetings
* Maintain and generate automated databases containing HR related statistics and generating periodic reports; and performing a variety of administrative duties (e.g. leave recording, etc.).
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**Minimum Qualifications and Competencies**

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| Education: | Completion of secondary education, preferably supplemented by technical or university courses related to the field of work. **A bachelor’s degree from a recognized academic institution in a field relevant to the position may replace three years of related work experience. A master’s degree may replace an additional two years.** |
| Experience: | A minimum of 5 years of progressively responsible administrative or clerical work experience required |
| Language Requirements: | Fluency in English and Arabic is required. Knowledge of French is an asset. |

**Budget Reference:**

[Please reflect the project code, the WBS and the Grant]

**Competency Profile:**

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| **Core Values (Required)** | **Core Competencies (Required)** |
| * Care
* Respect
* Integrity
* Trust and
* Accountability
* Sustainability
 | * Builds and maintains partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others
 |

1. AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose. [↑](#footnote-ref-1)