

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	: Programme Assistant	Duty Station	: Jakarta, Indonesia
Level	: GS-4	Section	: Health
Duration (Maximum 364 days)	: 364 days	Report to	: Programme Associate, GS-6, Post#22669

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

Following UNICEF's vision for health: "a world where no child dies from preventable causes and all children reach their full potential in health and well-being", the Indonesia Country Office has been contributing to the global and national targets for improving health and well-being. UNICEF in Indonesia is unique among multi-lateral agencies with a field presence in seven regional and sub-regional offices, primarily in areas with the greatest disparities and service gaps. These fill the gap between upstream high-level policy and programme advice with more downstream support to planning, financing and service delivery on the ground, especially to advocate for quality, equity and sustainability of programs. UNICEF's activities concentrate on the most vulnerable and marginalized towards achieving the Sustainable Development Goals (SDGs) — ensuring that progress touches those who currently are missing out or overlooked.

Strategic office context

Referring to the Country Programme Action Plan 2021-2025, the Health component of the UNICEF Indonesia programme will support improved health of mothers, newborns, children and adolescents by ensuring high quality, equity-focused interventions and strengthening of climate-resilient health systems. UNICEF will focus its support to the Government on reducing maternal, newborn, infant and child mortality, enhancing the prevention and control of communicable diseases and facilitating quality of care improvements.

As the Country Office's largest programme section, UNICEF will continue its advocacy for child and adolescent health and well-being. Due to the COVID-19 pandemic, there has been a considerable backsliding of essential health services that has seen a decline in critical interventions such as antenatal care and a decrease in routine immunization services. As a result, the Ministry of Health has requested intensified support from UNICEF and Jakarta and field office levels to address this significant backsliding. Additionally, the Government is implementing a Health System Transformation Agenda to which UNICEF, along with other partners, is providing technical expertise.

Furthermore, UNICEF will also continue its technical support to the Government of Indonesia through the implementation of Health programmes such as acceleration of malaria elimination in high endemic areas, supporting the core team of Ministry of Health in developing policy recommendations and strategic planning for the primary health care, and supporting the MoH Crisis Centre in development of contingency plan on management of health crisis. These efforts are foreseen to continue in 2023.

As a result, the workload and programme implementation for the Health section will be considerable in the coming months.

Purpose for the Job

The Programme Assistant will work across several programmes within the Health Section to ensure UNICEF's Indonesia's Health sector support is delivered in a timely manner and in line with GOI's priorities. Under the overall guidance of the Chief of Health and reporting directly to the Programme Associate, the Programme Assistant will work closely with Health staff in Jakarta and field offices as well as colleagues in the Operation Section and will provide administrative support to the Health Section.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

The Programme Assistant reports the Programme Associate. The Programme Assistant provides administrative assistance for the Health Section by performing the following duties/tasks:

1. Communication/correspondence/calendar management
 - Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
 - Manages incoming and outgoing correspondence.

- Establishes and maintains the office filing and reference systems, both traditional and digital; and ensures the inter/intra-net websites are up-to-date and accurate.
 - Maintains office/team calendar and assist in the arrangement of meetings both online and offline.
2. Travel
- Provides travel assistance to staff and consultants in Health section for travel arrangements and entitlements based on the organization's rules and policies.
 - 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
 - Assist in the preparation of budgets on travel costs and maintain travel budgetary control records.
 - Assist in the processing of claim/reimbursement of staff and consultants travels in Health section
3. Invoice Processing and Financial Control
- Responsible for collecting invoices and filing documents for approval and, thereafter processing in vision.
 - Upload electronic files and verify results to destination system.
 - Respond to client transaction status and other inquiries.
 - Maintain unit/work plans and budgets as well as offline financial status reports for Health work plans.
 - Monitor and advise budget owners on financial status of projects and potential over-expenditures and recommend possibilities for reallocation to ensure the optimum use available funds.
 - Review and process payments in VISON related to HACT, utility payments, supplies, PO, advances and other payments. Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly. File the transactions and the related supporting documents regularly and share copies with relevant sections as required.
4. Contracting of consultants or other service providers
- Facilitates the processing of contracts for consultants and external partners that provide a service to the section. 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.
 - Arrange for the purchase and timely distribution of office supplies.

RECRUITMENT QUALIFICATIONS

Please refer to classification guidelines for [GS](#) or [NO/IP](#)

Education:

- 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 4 years of relevant administrative or clerical work experience is required.

Language proficiency:

- Fluency in English and Bahasa Indonesia is required.

Skills required:

- Training and experience using MS Word, Excel, PowerPoint; knowledge of integrated management information systems is required.
- Good knowledge of UN and/or UNICEF administrative policies and procedures is considered an asset.
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgement.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals.

