

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

Post Title	Programme Assistant	Post Level	GS-5
Supervisor's title	Programme Associate	Supervisor's Level	GS-6
Contract duration	364 days	Duty Station	Mexico City

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

UNICEF has been in Mexico since 1954 in coordination with the government, civil society organizations, and the private sector. It is guided by the United Nations Convention on the Rights of the Child to ensure that all children and adolescents are guaranteed their rights. The goal of the UNICEF program in Mexico is to support the country in building a new generation of children who are healthy, educated, protected from violence, have equal access to opportunities and are empowered to foster positive change and development in society.

Guided by the 2030 Agenda for Sustainable Development, the Sustainable Development Goals, the National Development Plan 2019–2024 and the UNICEF Strategic Plan, the country program focuses on the building blocks required to enable children and adolescents to survive, develop and thrive, addressing specific remaining gaps and bottlenecks, particularly in the context of violence, multidimensional poverty and inequality. The overarching theory of change is that, if all girls and boys, particularly those who are most disadvantaged, are healthy, have adequate early childhood development (ECD) and good nutrition; if they are able to access and learn in school and develop life skills; if they are protected from violence, exploitation and family separation; and if they benefit from social protection; then they will form a new generation of adolescents who are empowered to generate positive change and development in Mexico. The program is also in line with the priorities of the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2020–2025, particularly on peace, justice and the rule of law, and equality and inclusion.

Under the direct supervision of the Programme Associate (GS-6) and leadership of the Chief of the corresponding Programme section (P-4) (Education, Child Protection or Nutrition), the Programme Assistant (GS-5) will be focused on supporting the area by providing a range of procedural, administrative and operational actions, ensuring a timely delivery that is consistent with UNICEF's administrative procedures, processes and policies.

They will undertake administrative management support services, including budget monitoring, administrative assignments and provision of administrative and operational guidance and support to team members when required.

The post's duration is 364 days, with an exceptional possibility of extension based on the office's needs, overall performance and funds availability, for an additional 364 days.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND 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.
- Supporting with the follow up of service contracts, consultancies and program documents, to address and monitor their completion, delivery dates and grants execution.
- Collecting invoices and filing documents for approval, and thereafter processing in VISION and Mycase.
- Supporting the development and monitoring of Partnership Cooperation Agreements (PCA). Processing transfer disbursement and their require follow-up, including registering expenses, in accordance with the corresponding regulations (HACT).
- 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 the 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. Supporting the health and nutrition team with maintenance and follow up of the travel plan.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section. Participating in meetings with management and operations, including finance and supplies, to review and update processes.
- Carrying out transactions in VISION, ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Supporting capacity development activities, meetings, events and conferences by making the logistical arrangements, 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.

DELIVERABLES / OUTPUT

They support the section, either Education, Child Protection or Nutrition in the compilation and coordination of key work products, ensuring deadlines are met and that established rules and procedures are followed by carrying out the next deliverables:

1. Efficient administrative support to the programme area assigned, ensuring accuracy and consistency of the delivery.

2. Contract (consultancies and services) creation support, ensuring compliance and documentation is appropriately generated and stored.
3. Logistical and organizational tasks for events (conferences, panels, and workshops) and travel arrangements are delivered within the established timeframes and service level agreements.
4. Administrative documentation is properly store in the Teams library and compliant with UNICEF’s rules.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Completion of secondary education is required (<i>escuela preparatoria</i>), preferably supplemented by technical or university courses related to the functions, for instance, Business Administration, Accounting, Industrial engineering, Economics, etc.
Work Experience	<ul style="list-style-type: none"> • Minimum 5 years of work experience providing administration or programme support service. <i>For this position, a bachelor’s degree from a recognized academic institution in a relevant field may replace three years of the required work experience.</i> • Experience in the usage of computers and office software packages (preferably Microsoft 365 Suite) and advanced knowledge of spreadsheets and database packages. • Experience in the United Nations system or international NGOs is valued.
Languages	<ul style="list-style-type: none"> • Fluency in Spanish • An intermediate level of English is required, but fluency is preferable

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, accountability, and sustainability.

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

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 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 also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.