**TERMS OF REFERENCE FOR TRMPORARY APPOINTMENT**

**More Generic Vacancies Coming Soon**

* + **[](https://unicef.sharepoint.com/sites/portals/hr/Pages/Staffing/Vacancies.aspx?job=505716)**

[**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 – Communications Officer NO-1, 364 Days, Lusaka**

1. **Purpose:**

Assists in planning, implementing, monitoring and evaluating an advocacy and communication strategy to get children’s and women’s issues into the public domain, strengthen political will in support of UNICEF's mission and objectives in the country, and enhance the organization’s credibility and brand.

1. **Responsibilities/Tasks and Deliverables:**

Media relations: Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience. Help to refine and implement the office media engagement strategy through close working with media outlets.

External communications and advocacy: As needed, support the creation of visibility products and implementation of visibility plans for key partnerships. This will include the writing of human-interest stories and social media posts, and organising visibility events. Implement advocacy campaigns under the leadership of the Chief of Communication. This includes work with influencers such as artists and celebrities.

Monitoring and evaluation: Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Results and reports are prepared and shared on a timely basis. Includes monthly social media tracking.

1. **Minimum Qualifications and Competencies**

* ***Education:***

University degree in Communications, Journalism, Public Relations or related field.

* ***Work Experience:***

One-year practical professional work experience in communication, print and broadcast media, or interactive digital media.

* ***Technical Knowledge and Skills:***

Strong proven writing and presentation skills

Skills in social media publication

Knowledge of donor communications & visibility work

Public advocacy experience and event management

Photography skills

Knowledge of the United Nations system

* ***Language:***
* Fluency in English (written and verbal) is required. Knowledge of another official UN language is an asset.
* ***Competencies:***

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

The core competencies required for this position are:

* Builds and maintains partnerships (Level 2)
* Demonstrates self-awareness and ethical awareness (Level 2)
* Drive to achieve results for impact (Level 2)
* Innovates and embraces change (Level 2)
* Thinks and acts strategically (Level 2)
* Manages ambiguity and complexity (Level 2)
* Works collaboratively with others (Level 2)
* Nurtures, leads, and manages people (Level 1)

The functional competencies required for this post are:

* Persuading and Influencing (Level 2)
* Applying Technical Knowledge (Level 2)
* Planning and Organizing (Level 2)

1. **Budget Reference: Non-grant**

**Requested and Prepared by: Reviewed by:**

**John James, Chief of CAPE Mahongo Sichula, HR Officer**

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Signature and date Signature and date

**Approved by:**

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Signature and date

**Approved by:**