

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Program Manager P4 / OIC Chief Field Office

Section: Program, Cox's Bazar

Duration: 44 days (11 June – 25 July)

Duty Station: Cox's Bazar

Reports to: Chief of Field Office in his absence to Representative

1. Organizational Context:

UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers, and policy makers to help all children realize their rights—especially the most disadvantaged.

Purpose for the job

Under the guidance of the Chief Filed Office (CFO) the program manager is accountable for managing and leading the entire Programme commitment in Cox's Bazar. In the absence of CFO, under guidance of Representative, the OIC Chief Field Office is accountable for managing and leading the field office within a country Programme. The OIC CFO represents UNICEF in his/her Area of Responsibility (AoR), leads and oversees the various program sectors and operational service teams ensuring the delivery of quality results in accordance with UNICEF's Programme of cooperation, JRP, country Programme management plan and overall vision set forward by the Representative.

2 Key Accountabilities and Duties & Tasks

Oversee program implementation and provide guidance to the team lead in Cox's Bazar
Draft and/or review programme documents and proposals as required.
Represent UNICEF in Cox's Bazar, by participating in meetings and events, moving forward the agenda for children.
Facilitate, take and implement measures to ensure safety and security of UNICEF staff and assets.
lead the Field Office team and manage the performance and conduct the staff members to deliver results for children.
Participate in information exchange through donor and media visits.
Prepares relevant programme reports required for management and donors.
Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds. Ensure Programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.
Undertakes field visits and ensures that staff conduct field visits to monitor and assess programme implementation and decides on required corrective action.
Promote the organization goals of UNICEF through active advocacy and communication with RRRC, ISCG, UN sister agencies and NGOs partners.
Collaborate with the Operations Section to maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.
Maintain close collaboration and oversee the work of sector coordinators.

QUALIFICATION AND COMPETENCIES

1. Education

An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, government and public relations, public or social policy, sociology, social or community development, or another relevant technical field.

2. Experience

A minimum of eight years of professional work experience in programme management, planning, monitoring and evaluation, project administration or another relevant area is required

Experience working in a developing country is considered as an asset.

Relevant experience in a UN system agency or organization is considered as an asset.

Familiarity/ background with emergency is considered as an asset.

3. Language Requirements

Fluency in English 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
- Sustainability

Core competencies.

- Demonstrates Self Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drive to achieve impactful results.
- Manages ambiguity and complexity.