

## **Terms of Reference for Programme Assistant – Temporary Appointment**

**Duty Station** : Banda Aceh; Kupang; Ambon  
**Level** : GS-4  
**Duration** : Until 31 December 2022  
**Supervision** : Programme Associate in the Field Offices

### **Background:**

The routine immunization program has been facing enormous challenges during the COVID-19 pandemic. The utilisation of all vaccines has declined sharply, and issues related to the demand and supply side are critical; there is a high risk of vaccine-preventable disease (VPD) outbreaks in the coming months/year and potential diversion of resources and attention away from routine immunization. As per the Ministry of Health's comprehensive plan 2020-2025, the Government of Indonesia has also made commitments towards eliminating measles and rubella by 2023, while the polio eradication and maternal and neonatal tetanus elimination statuses should be maintained. Simultaneously, several new and underutilised vaccines for pneumonia (pneumococcal conjugate vaccine (PCV)), diarrhoea (rotavirus), polio (inactivated polio vaccine (IPV)), human papillomavirus will be scaled up or introduced. In this regard, UNICEF has been providing significant support to the Government of Indonesia's (GoI) efforts in rolling out COVID-19 vaccine(s) while ensuring routine immunization services are maintained and strengthened. A number of UN Volunteers and UNICEF provincial/regional consultants have been working to support the COVID-19 vaccine introduction and roll-out and intensify the routine immunization program

However, despite significant progress in the COVID-19 vaccination program, vaccination coverage among several target age groups remain low, inequity in vaccination coverage is apparent, issues are reported with the immunization supply chain and vaccine management. Knowing the challenges, UNICEF intends to hire additional consultants and UNVs in 2022 to intensify the technical assistance to strengthen the routine immunization, support the introduction and scale-up of several new and underutilised vaccines, implement the COVID-19 vaccine program with optimal quality, and conduct the measles and rubella (MR) vaccination campaign.

Furthermore, throughout 2021 a number of consultants and UNVs were also recruited to support the implementation of Health programmes such as acceleration of malaria elimination in high endemic areas, supporting the core team of the Ministry of Health (MoH) in developing policy recommendations and strategic planning, and supporting the MoH Crisis Centre in development of contingency plan on management of health crisis. These assignments are foreseen to continue in 2022. Considering the large scale of Health programmes, which shall require administrative and financial support, the Health section would like to hire Programme Assistant (TA-Emergency) starting from January 2022 at the following location: Banda Aceh, Kupang, and Ambon.

### **Work Assignment Overview:**

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.

### **Skills required:**

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Good knowledge of UNICEF administrative policies and procedures.
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals.

**Education required:**

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

**Experience required:**

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

**Language required:**

- Fluency in English and Bahasa Indonesia is required. Knowledge of another official UN language or other local language is considered an asset.

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