

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Administrative Associate/ Level GS6

Section: Cox's Bazar – Operations

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Administrative Officer, NOA, Cox's Bazar

1. Purpose of Assignment

Under the supervision and guidance of the Administrative Officer NOA, the incumbent is responsible for executing a broad variety of general service tasks including travel and event logistics, receiving and dispatching mail, as well as some specialized tasks related to the office fleet management, inspection and maintenance of electro-mechanical equipment and infrastructure of all UNICEF Cox's Bazar facilities, including main office, warehouse and compound infrastructure. For effective performance of duties under this post, the incumbent will require to have thorough knowledge of UNICEF/UN administrative procedures, processes and policies.

2. Major duties and responsibilities

Office vehicle fleet management

- Manage and coordinate over 20 UNICEF Cox's Bazaar transport vehicles through the online vehicle booking system.
- Prepare weekly vehicle movement schedules and drivers' duty roster as well coordinate the office staff shuttle schedule.
- Make sure that all office vehicles are always in good running condition and road worthy by ensuring timely servicing and maintenance of all vehicles. Ensure cleanliness too.
- Ensure that all vehicles have all accessories including water, hand sanitizers, first aid box and other supplies.
- Check vehicle logbooks daily and address any irregularities with the respective drivers.
- Follow-up on drivers' disciplinary issues and ensure appropriate disciplinary action is taken where the driver has committed a misconduct related to the performance of their duties.
- Prepare daily driver duties to the camps and host communities including other duties which may require office transport.
- Ensure that all vehicles have adequate fuel and that there is reserve fuel for emergency propositioning to the amount of 2,000 liters.
- Prepare monthly reports on fuel consumption, mileage, maintenance costs per vehicle etc.
- Contribute to office vehicle running costs efficiency by implementing office usage rationalization.
- Follow-up with garages/workshops, fuel stations and other suppliers for office vehicles spare parts and ensure that their invoices are paid promptly within the specified time.
- Coordinate airport pickup and drop off whenever required.
- Manage UN car-pooling activities, participate in inter-agency fleet management discussions and implement agreed actions for the purpose of streamlining efficiencies and harmonization.
- Oversee procedure in case of accidents (SIR; escalation; etc.)
- Orient and guide staff and drivers on the online booking system.

Electro-mechanical systems management

- Conduct routine inspections of electro-mechanical systems to identify and rectify any faults or potential issues.
- Ensure that all generators and the forklift have adequate fuel and that there is reserve fuel for emergency pre-positioning.

	<ul style="list-style-type: none"> • Ensure timely repair and maintenance of electrical equipment, wiring, fixtures, switches and outlets including solar panels, batteries, inverters, HVAC, fire detection system and the generator. Coordinate with external service providers for specialized repairs or maintenance tasks when necessary. • Respond promptly and resolve the issues efficiently in the event of related emergencies or breakdowns. • Provide support and guidance to other staff members regarding electrical & related matters. • Maintain detailed documentation of the office's electrical systems, including electrical panel schedules, single-line diagrams, wiring diagrams, and equipment specifications. These documents help in understanding the system layout, identifying components, and troubleshooting electrical faults. • Maintain accurate records of all maintenance and repair work performed, including inspections, maintenance tasks, repairs and any recommendations made. Continuation of filing & documentation for regular work items. • Monitor performance of solar systems, supervise maintenance works, fix minor malfunctions and report on system failures to supervisor or service provider as appropriate. • Provide assistance and guidance to other staff members regarding electromechanical matters as needed. • Ensure compliance with applicable electrical codes, regulations, and industry standards. Stay updated on relevant regulations related to electrical systems, emergency response, and renewable energy technologies to ensure adherence and minimize risks.
	<p>Booking Hotel accommodation for official visitors</p> <ul style="list-style-type: none"> • Make hotel bookings for all visiting staffs at UNDSS cleared hotels within Cox's Bazar district, Chattogram and any other places in Bangladesh. • Ensure staff members are informed that they will be required to pay for their expenses at the hotel.
	<p>Travel</p> <ul style="list-style-type: none"> • Provide assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel. • Brief/de-brief staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures. • Extract, input, maintain, and verify 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 plan and budgetary control records.
	<p>Receiving invoices from vendors and implementing partners and coordinate office courier and mail distribution</p> <ul style="list-style-type: none"> • Monitor incoming invoices and VAT documents through the delegated bancoxinvoices@unicef.org • Enter the invoice details in the online invoice register for tracking and reporting. • Receive hard copy of invoices and VAT documents delivered physically to the office and distribute to section and finance. • Support in scrutinizing all invoices to determine if invoices have already been paid for to prevent instances of double or multiple payments. • Follow-up on office courier by sending official documents and parcels through the courier company and distribute in coming courier in a timely. • Receive office mail and coordinate the distribution of office mail by office messengers in a timely manner.
	<p>Payment and Invoice Processing</p> <ul style="list-style-type: none"> • Monitor and ensure timely payment of the following services after reviewing the completeness and correctness of the invoices • Ensure proper management of regular bills (electricity; fuel; workshops; general maintenance related; • Ensure all VAT requirements are complied with before submitting the invoice for payment.
	<p>Supplies/Equipment</p> <ul style="list-style-type: none"> • Support management of administrative supplies, office equipment, and updating inventory of items.

- Monitor and supervise adequate and appropriate use of supplies. Ensures that services and maintenance of premise are in accordance with organizational standards.
- Arrange the purchase and timely distribution of office supplies.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job)

EDUCATION:

- Completion of secondary education is required. Supplemental technical or university courses related to the field of Electrical/Mechanical/Electro Mechanical Engineering is added advantage.
- A bachelor's degree from a recognized academic institution in a field relevant to the position may replace three years of related work experience. A master's degree may replace an additional two years.

WORK EXPERIENCE:

- A minimum of 6 years of professional experience.
- Knowledge and professional expertise needed to conduct routine inspections of electrical layout of large office facilities, power supply systems, including solar and generator, clean the solar panels, and ability to address any technical issues that may arise will be considered a very strong asset.
- Expertise to ensure the uninterrupted operation of the office and the safety of all occupants by adhering to electro-mechanical codes and regulations is desirable.
- Relevant experience in a UN system agency or organization is considered as an asset.

LANGUAGE PROFICIENCY:

- Fluency in English is required. 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
- Drives to achieve impactful results
- Manages ambiguity and complexity

Child Safeguarding Certification

(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.