



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Programme Assistant**  
Supervisor Title/ Level: WASH Manager, P4  
Organizational Unit: **Programme**  
Post Location: **UNICEF Country Office**

Job Level: **G-5**  
CCOG Code: **2A02**  
Functional Code: **PMA**  
Job Classification Level: **G-5**

### II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

#### **Job organizational context:**

The Job Profile for the Programme Assistant at the **G-5 level** is for the WASH programme of Cox's Bazar Field Office of UNICEF Bangladesh.

This Job Profile covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the Job Profile. If this is the case, this can be made clear in work plans and/or individual performance plans.

#### **Purpose for the job:**

Under the close supervision and guidance of the supervisor (WASH Manager), the programme assistant supports the WASH section by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement and monitor the WASH programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

### III. Key functions, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

- Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme planning and service 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.
- Collecting invoices and filing documents for approval and thereafter processing in VISION, eZACT and Mycase.
- 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.
- Supporting for WASH supply planning, requestion and management
- 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 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.
- Maintaining and updating a system which monitors the absence of staff.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
- Carrying out transactions in VISION and eZACT ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and Field Office Implementation Plan (FOIP) and makes amendments and alterations as per section revisions when necessary.
- Supporting capacity development activities, meetings and conferences by making the logistical arrangements, through 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.

### IV. Impact of Results

S/He supports the section in the compilation and coordination of key work products, ensuring deadlines are met and that established rules and procedures are followed. The support provided by the programme assistant therefore creates the strongest possible administrative platform from which the country programme can then be delivered. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Skills

- Thorough knowledge of UNICEF administrative policies and procedures.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Strong office management skills.

## VII. Recruitment Qualifications

Education:	Completion of secondary education is required. A University or Technical education in a field relevant to the work of UNICEF will be an added advantage.
Experience:	<p>A minimum of five years of progressively responsible administrative or clerical work experience is required.</p> <p>For this position, a Master's Degree from a recognized academic institution in a relevant field may replace two years of related work experience.</p>
Language Requirements:	Fluency in English and Bangla is required. Knowledge of Rohingya or Chittagong languages is considered as an asset

## Child Safeguarding Certification

(to be completed by the supervisor of the post)

Child Safeguarding refers to proactive measures 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.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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.  <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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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)  <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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role*  <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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is this an Assessed risk role*? <i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<sup>1</sup> 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).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.