

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Programme Assistant for Polio

Level: General Service, G-5

Appointment Type: Temporary Appointment

Duration: 364 days

Duty Station: Abuja, Nigeria

Reporting to: Senior Health Manager, Polio/Immunization

Organizational Unit: Health Section, Polio Programme

BACKGROUND

UNICEF works to promote the rights of every child, with particular attention to children and families who are most disadvantaged or excluded. In Nigeria, the polio programme supports outbreak response campaigns and related immunization activities. Timely administrative, financial and operational support is essential to planning, implementing and monitoring these activities in line with UNICEF procedures.

PURPOSE OF THE ASSIGNMENT

Under the close supervision of the Senior Health Manager for Polio/Immunization, the Programme Assistant supports the polio team in the Health Section. The incumbent carries out procedural, administrative and operational tasks that enable timely programme delivery and compliance with UNICEF rules and regulations.

MAJOR RESPONSIBILITIES

1. CONTRACTING AND PAYMENT PROCESSING

- Facilitate contracts for consultants, vendors, facilitators and external partners by preparing and filing documents, completing forms and templates, uploading terms of reference in VISION and arranging related logistics.
- Maintain current vendor lists, partner records and consultant rosters.
- Collect invoices and supporting documents, route them for approval and process approved transactions in VISION and Fiori.
- Assist with HOPE payment processing for polio facilitators, volunteer community mobilizers and campaign personnel.

2. PROGRAMME RECORDS AND FINANCIAL SUPPORT

- Prepare and maintain programme planning, implementation and expenditure records, documents and control plans.
- Carry out VISION transactions and check that programme results, activities and coding align with annual work plans; make amendments when approved section revisions require them.
- Keep programme correspondence and supporting documentation organized and accessible.

3. LOGISTICS, TRAVEL AND OFFICE COORDINATION

- Support the management of administrative supplies, polio outbreak response and IBRA supplies, and office equipment.
- Maintain the team calendar, arrange polio meetings, take minutes and follow up on relevant correspondence.
- Assist staff with travel arrangements and entitlements in line with UNICEF rules and liaise with travel focal points on service and cost.
- Maintain and update the system for monitoring staff absence.

4. MEETINGS AND CAPACITY DEVELOPMENT

- Arrange logistics for capacity development activities, meetings and conferences, including coordination with facilitators, caterers, hosts and participants.
- Liaise with budget focal points and the section on costs and requirements and prepare background materials for participants.

REPORTING AND COORDINATION

The Programme Assistant reports to the Senior Health Manager for Polio/Immunization and works with the polio team, Health Section colleagues, operations teams, field offices and relevant service providers to support programme delivery.

QUALIFICATIONS AND EXPERIENCE

EDUCATION

Completion of secondary education is required. Technical or university courses relevant to the work of the organization is an advantage.

EXPERIENCE

A minimum of five years of progressively responsible administrative or clerical work experience is required.

TECHNICAL SKILLS

- Thorough knowledge of UNICEF administrative policies and procedures is required.
- Strong organization, planning, prioritization and office management skills is an asset.
- Confidentiality, initiative and sound judgment; ability to work with colleagues from different national and cultural backgrounds.
- Experience using Word, Excel, PowerPoint, SharePoint and other relevant UNICEF systems is required.

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.

UNICEF VALUES AND COMPETENCIES

Core values: Care, Respect, Integrity, Trust, Accountability and Sustainability.

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);

Drives to Achieve Impactful Results (1);

Manages Ambiguity and Complexity (1).