

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Programme Assistant
Level: GS 5
Duration: 1 year
Duty Station: Maiduguri
Reporting to: Nutrition Manager

BACKGROUND:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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. In Nigeria, UNICEF works in a complex humanitarian and development setting to fulfill and protect children's rights in partnership with the government, civil society, children, and families. UNICEF Nigeria is one of the largest UNICEF Country Offices globally - click the link to learn more about UNICEF in Nigeria: <https://www.unicef.org/nigeria/>

PURPOSE OF THE ASSIGNMENT:

Under the close supervision and guidance of the supervisor, the Programme Assistant provides a broad range of administrative, operational, and procedural support to the section. Incumbent facilitates the implementation, monitoring, and delivery of programme results by ensuring timely and effective execution of tasks aligned with UNICEF rules and regulations. The incumbent may support one or more programme areas or cross-functional initiatives and often works in coordination with other sections.

How can you make a difference?

The incumbent will carry out the following responsibilities:

MAJOR RESPONSIBILITIES:

Summary of key functions/accountabilities:

- 1. Programme & Project Support**
 - Support the preparation, implementation and monitoring of annual work plans (AWPs), ensuring that planned results and coding are aligned with organizational priorities.
 - Carry out transactions in eZHACT and ensure data accuracy, monitor project implementation, track expenditures, and process amendments when necessary.
 - Assist in drafting inputs to programme reports, dashboards, and performance indicators using digital tools.

- Liaise with programme and operations colleagues to resolve transactional or procedural issues.
2. **Administrative & Financial Support**
 - Facilitate processing of contracts (consultants, vendors, partnerships), including TOR uploads, Service Gateway transactions, and logistical arrangements.
 - Manage office calendars, coordinate team meetings, draft meeting minutes/reports and ensure proper filing and dissemination of correspondence and records.
 - Maintain updated tracking systems for staff leave, absence, and team events.
 - Prepare documentation for financial monitoring, such as control plans and budget reports.
 - Collect and facilitate processing of invoices and payment requests through VISION and Service Gateway.
 - Conduct quarterly physical verifications of office assets, raise procurement requests for replacements, and update the asset records in accordance with UNICEF asset-management policies.
 - Update and validate partner contact databases, training participant lists, and consultant rosters—ensuring that information is current and best practice compliant.
 3. **Operations and Travel Support**
 - Provide travel support for team members, including trip/itinerary bookings, and coordination with travel focal points and HR for entitlements.
 - Support procurement of supplies, and office equipment management, maintain updated inventories.
 4. **Administrative and Logistics Support and Event Coordination**
 - Provide logistical and operational support for training sessions, workshops, and conferences, including vendor coordination, venue/room bookings, catering services, and communication for participant confirmation.
 - Assist in preparing background materials, agendas, and attendance records.
 5. **Knowledge Management & Communication**
 - Maintain well-organized document repository, both digital and physical where needed, systems for knowledge sharing and institutional memory.
 - Provide administrative and logistics support for onboarding new staff, interns, consultants.
 - Support staff in navigating digital repository to locate most up-to-date and relevant resource.
 - Draft and edit internal communication including meeting summaries, and provides inputs to procedural guides if and as needed.
 6. **Digital Dexterity**
 - Utilize AI and data visualization tools to obtain synthesized information and presentation.
 - Maintain digital archives in line with UNICEF's digital workforce and data protection guidelines.
 - Champion digital solutions and support colleagues in adopting new tools for efficiency.
 - Safeguard documents ensuring confidentiality and mitigate data risks.
 7. **Emergency Support & Flexibility**
 - Support section during emergencies and/or surge assignments by reprioritizing tasks and providing accelerated administrative and logistical support.
 - Ensure business continuity by providing back-up support) in the office when required.

QUALIFICATIONS AND EXPERIENCE

Education: Completion of secondary education is required.

Experience: Minimum five years of relevant administrative or clerical work experience required.

Language Requirements:

- Fluency in English verbal and written is required. Knowledge of another official UN language or local language of the duty station is considered an asset.

Desirable skills

- Completed technical or university degree in Accountancy, Public Administration, Planning and Management, Public Management, Economics, Social Policy, International Relations Affairs, or other related disciplines are desirable.
- Familiarity with using SAP and eZHACT is highly desirable.
- Data visualization skills are an asset.
- Experience in procurement, travel coordination, event management, knowledge management, contract and vendor management are desirable.
- Relevant experience gained within the United Nations is an asset.
- Familiarity with AI tools is an asset.
- Relevant emergency response experience is desirable.
- Relevant experience at field level, particularly in development, fragile settings and humanitarian contexts.

UNICEF VALUES AND COMPETENCY REQUIRED

i) Core Values

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

ii) Core Competencies (For Staff without Supervisory Responsibilities)

- 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)