GENERIC JOB PROFILE

I. Post Information	
Job Title: Programme Assistant **Supervisor Title/ Level:** Health Manager **Organizational Unit:** Health & Nutrition Section	**Job Level:** G-5 **Job Profile No.:** **CCOG Code:** 22 **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 Generic Job Profile for the Programme Assistant at the **G-5 level** is to be used in a UNICEF office, Gaza.

The Programme Assistant (G5) is positioned in the Health and Nutrition Section, reporting directly to the Health Manager. This position carries cross-sectoral functions of programme planning and operations, ensuring seamless coordination between technical teams, operations units, and external partners/service providers.

Purpose for the job:

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.

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 program 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
- Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Support in administrative processes related to procurement, distribution, and monitoring of goods and supplies
- Supporting the management of administrative supplies and office equipment.
- 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.
- 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 ensuring programme results, activities and programme coding are as per annual work plans (AWPs), 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.

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 SAP 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.

IV. Impact of Results

By expertly managing the compilation and coordination of critical work products, the incumbent directly ensures the timely delivery of essential project components and strict adherence to established operational frameworks. This proactive support streamlines administrative processes, mitigates potential delays, and establishes a robust and efficient operational foundation upon which the programme activities are effectively executed. Consequently, the incumbent's meticulous contributions have a significant impact on the office's overall efficiency and directly contribute to the successful and impactful implementation of project and programme objectives, ultimately enhancing the office's ability to achieve its strategic goals.

V. Capabilities Required

1. Project Management (2)

- Use project management tools to organize and track tasks within a project.
- Schedule and prioritize tasks to meet deadlines.
- Provide project updates and report issues.

2. **Collaboration (2)**
   - Use tact and discretion in sensitive situations.
   - Communicate thoughtfully and diplomatically considering how words may be perceived by others.
   - Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions.
   - Communicate key points and recommendations verbally in a clear and direct manner.
   - Organize, visualize and present data, tailoring visuals to highlight key insights.

3. **Problem solving (2)**
   - Compare different sets of information to identify correlations and differences.
   - Analyze information to identify the root cause of problems and possible risks.
   - Identify key data and patterns in reports and summaries.
   - Organize, visualize and present conclusions in a structured and logical way.
   - Consider and suggest possible solutions to resolve problems independently.
   - Consider available information when making decisions.

4. **Digital dexterity (2)**
   - Use AI tools and digital platforms to collect information.
   - Assess AI generated tasks for accuracy and effectiveness.
   - Use key organizational business systems and digital platforms.
   - Manage and organize digital documents and files in alignment with digital workforce policies and culture.
   - Safeguard documents ensuring confidentiality and manage data risks.

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

Core Values

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

Core Competencies for Staff with Supervisory Responsibilities *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Recruitment Qualifications	
Education:	Completion of secondary education is required. A bachelor's degree or higher from a recognized academic institution in a field relevant to the position is desirable.
Experience:	At least 5 years of relevant work experience in Programme Management, Programme Funding, Communication, and any other related fields is required Desirable: • Relevant experience in a UN system agency or organization is considered as an asset. • Relevant emergency experience is desirable. • Relevant experience particularly in development, fragile settings and humanitarian contexts.

Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) or a local language is an asset. Fluency in Arabic is required

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)	NO
The selected candidate for this position will be required to engage with vulnerable children.	NO