

TERMS OF REFERENCE

UNFPA Turkey Humanitarian Programme Assistant

Type of Contract	: Service Contract
Level	: SB3 (SC5)
Duty Station	: Ankara, Turkey
Duration	: Up to 30 June 2020, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Women and Girls Safe Spaces, Social Service Centers, Key Refugee Service Units and mobile teams in 22 provinces. Interventions within the programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including hygiene kits and medical equipment to support the provision of quality reproductive health.

To strengthen and support its operations, UNFPA will be recruiting a Programme Assistant.

Major Activities/Expected Results:

Under the overall guidance of the Humanitarian Programme Coordinator in Ankara, and direct supervision of the Humanitarian Operations Associate, the Humanitarian Programme Assistant:

- Undertakes **logistical, administrative, secretarial and financial** arrangements, in consultation with the Programme Associate, for meetings and workshops organized by the Humanitarian Team;
- Assists **humanitarian procurement** services; including seeking tenders, collecting offers, maintaining procurement and distribution records and coordination of supplies with suppliers and implementing partners;
- Makes **travel arrangements** of the humanitarian team and other staff for humanitarian missions;
- Supports Humanitarian Team and Logistics Assistant **in distribution** of IEC materials, commodities, reproductive health and hygiene kits.
- Supports **review of financial reports** for accuracy and consistency and supports the financial monitoring of funds utilization.

- **Raises Requisitions** in UNFPA ATLAS System.
- Conducts **pre-payment review and compilation** of PO and non-PO documents of human resources, travel and other procurement. Prepares requests and supporting documents for payments.
- Prepares **information and/or briefs, summaries and background documentation required by humanitarian missions and special meetings**; prepare powerpoint and other presentations, including computer generated visuals such as graphs;
- Handles **customs clearance and logistics** arrangements for commodities, arranges the storage of goods as necessary;
- Assists day-to-day communication with **implementing partners**;
- Takes **minutes** as required; prepares **reports and informal translations** and may act as interpreter, as required;
- Maintains an **office e-filing system** and assist in archiving, and maintain up-to-date electronic mailing lists;
- Performs **any other** duties, as may be required by the team.

Work Relations:

Under the overall guidance of the Humanitarian Programme Coordinator and direct supervision of the Humanitarian Operations Associate, the Humanitarian Programme Assistant works closely with the rest of the UNFPA/Humanitarian Team and CO Team.

Minimum Qualifications and Experience:

Education	: Bachelor's Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field
Experience	: 5 years of relevant experience in administrative work or programme support functions
Language	: Fluency in written and spoken English and Turkish
Computer Skills	: Proficiency in current office software applications and web based management systems
Nationality	: Turkish

Skills and Competencies:

- Experience in travel and event management is an asset.
- Experience in supply chain management is an asset.
- Familiarity with UN procedures and working methods is an asset.
- One year working experience in humanitarian programmes is an asset.
- Working experience with an international organization is an asset.

Core Competencies:

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

Functional competencies:

- Logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking