



## Terms of Reference

**Post Title:** Field Administrative Assistant  
**Post Level:** **Service Contract, SB3/Q1**  
**Position number:** 00190750  
**Duration of the service:** one year with possible extension  
**Multiple Duty Stations:** Odesa, Ukraine CO  
**Full/part time:** Full time

### **The position:**

Under the supervision of GBV Field Humanitarian Coordinator in a designated duty station and in close coordination with the National GBV Sub-Cluster Coordinator and Emergency Response Coordinator in Ukraine, the Field Administrative Assistant provides support to coordination, implementation, monitoring, and reporting of GBV and SRH life-saving services at the humanitarian and early recovery stages as well as support to the coordination of GBV Sub-Cluster working group(s) in his/her areas of responsibility.

### **How you can make a difference:**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the country programme seeks to contribute to the development of robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Since the start of the large-scale military invasion of Russia to Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving protection and security of women and girls, and thus, their willingness to participate in community life, including in war-affected communities. Women's engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

Since the start of the war in Ukraine on 24 February 2022, more than 10 million people had been forcibly displaced with more than 3.7 million fleeing to the neighbouring countries out of which the majority are women and children. GBV risks sharply increased due to military activities, massive displacement of population and deteriorating security situation in a country where prevalence of various forms of GBV was already high (the 2018 OSCE survey

revealed two thirds of women experiencing either sexual, physical or psychological violence since the age of 15 years) before the war. With the growing number of reports and anecdotal evidence on conflict related sexual violence, threats of trafficking for sex, sexual harassment and other forms of violence, strengthening coordination for GBViE prevention and response was prioritized by the UNFPA, the lead agency in support of the GBV Sub-Cluster.

The Gender-Based Violence Sub-Cluster (GBV SC) was established in 2015 under the Protection Cluster to deal with Gender-Based Violence in humanitarian settings.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from gender-based violence. We need strong professionals who are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

### **Job Purpose:**

Field Administrative Assistant supports programme strands that contribute to the achievement of the Outcome 2 of the UNFPA GBV Response and Prevention Programme interventions with the aim of improving access of GBV survivors and people at risk of GBV to essential GBV services in his/her area of responsibility.

Field Administrative Assistant supports GBV Field Humanitarian Coordinator and other members of GBV SC in coordinating GBViE prevention and response at the field level, field activities of GBV SC and smooth implementation of programme activities.

Field Assistant works in a client, quality and results-oriented manner in close collaboration with GBV Programme Team members, all units of the UNFPA Country Office (CO), UNFPA implementing partners (IPs), as well as personnel of other UN agencies to exchange information and ensure smooth implementation of GBV Programme streams and interventions in line with the approved work plans, indicators and milestones (Programme Results Framework).

### **Major Duties and Responsibilities:**

- Contribute to implementation of GBV Programme activities at the field level, in particular strands related to improvement of equitable access of GBV survivors to survivor-centred services, providing high quality support to programme caretakers;
- Provide logistical support to programme activities (missions, training sessions, workshops, conferences) including making arrangements for travel, accommodation and venue, effectively communicating with providers and participants;
- Assist with procurement of goods and services, ensuring that procurement is conducted in accordance with UNFPA Procurement Procedures;
- Draft and translate letters, meeting minutes, briefs, presentations and other documents necessary for programme management;
- Assist with producing media materials on activities for placement on UNFPA social media and website;
- Support field coordination working groups of GBV Sub-Cluster in establishing and managing effective inter-agency and cross-sectoral GBV coordination and operationalization of GBV-related interventions in designated area(s), in line with the IASC GBV Guidelines and related tools and guidance;
- Assist in work with the local partners to the GBV SC and provide necessary support to enable data entry into the 5W and Service Mapping Tool;
- Support the subnational GBV SC in mapping of locally available GBV services and GBV-related interventions in designated area(s);

- Collect and record information on programme activities, including making timely inputs to GBV Programme Monitoring Tool, and contribute to the preparation of relevant progress reports;
- Prepare requests for direct payment to Finance unit in accordance with the approved budget;
- Facilitate Individual Consultants recruitment process, collect the documentation required for the hiring and contract extension, induction of consultants into the programme and issuance of payments for the accepted deliverables;
- Assist with preparation of Terms of Reference (TORs), Requests for Quotations (RFQ) and Requests for Proposals (RFP) for project assignments;
- Perform other related tasks as may be required or assigned by the supervisor.

**Qualifications and Experience:**

- Minimum 3 years of professional experience in project management, social protection work, humanitarian response or related area;
- Experience with an international organisation or multilateral technical assistance project will be an advantage;
- Demonstrated interest in and/or experience in the areas of capacity development, social development and gender-based violence will be an advantage;
- Experience of effectively working with stakeholders from the governmental and non-governmental institutions involved in social development work at the national and sub-national levels;
- Excellent self-organisation and proactive attitude to work;
- Good research and analytical skills, ability to multitask and prioritise workload;
- Proficiency in MS Office package, Google applications and teleconferencing tools;
- Familiarity with UN procedures, policies and frameworks will be a benefit.

**Education:**

Bachelor Degree in Social Sciences, Social Work, International Relations, International Development, Gender Studies, Project Management or related areas.

**Languages:**

Fluency in English and Ukrainian

**Required Competencies:**

|   |   |
|---|---|
| <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity</li> <li>● Demonstrating commitment to UNFPA and the UN system</li> <li>● Embracing cultural diversity</li> <li>● Embracing change</li> </ul> | <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>● Advocacy/ Advancing a policy-oriented agenda</li> <li>● Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>● Delivering results-based programmes</li> <li>● Internal and external communication and advocacy for results mobilisation</li> </ul> |
|---|---|

**Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact

**Managerial Competencies:**

- Providing strategic focus
- Engaging in internal/external partners and stakeholders
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgement