The UNESCO Office in San José, Costa Rica, coordinates UNESCO’s work in Central America and Mexico. It also is UNESCO’s representation to five of Member States (Costa Rica, El Salvador, Honduras, Nicaragua and Panama). Its mission is to promote sustainable development, democracy and peace through education, culture, the sciences and communication.

The Programme Assistant contracted under this contract will cover two functions, in two consecutive periods:

1. July – October 2019: assistant to the DIPECHO Project “Strengthening early warning and response capacities for tsunami and other coastal hazards in Central America”.
2. November 2019 to March 2020 (with possibility of extension): programme assistant to the five programmes of the Office (Education, Culture, Natural Sciences, Social and Human Sciences, and Communication and Information), with a special focus on the Education Sector and its project on Education for Sustainable Development

Activities and tasks June – October 2019 (DIPECHO Project):

Under the overall supervision of the Director of the office and the direct supervision of the Education Program Specialist, in collaboration with the project coordinator, national project consultants and in close coordination with the administration of UNESCO San José, the project assistant will be responsible for the activities contemplated in the terms of reference. This includes, but may not be limited, to the following tasks:

1. Assist in the financial implementation of the Project “Strengthening early warning and response capacities for tsunami and other coastal hazards in Central America”, implemented by the UNESCO San José Office.
2. Manage the administrative processes required for the implementation of the project, according to established institutional procedures.
3. Keep the documentary files of the project updated and in order according to the filing scheme of UNESCO SJO and safeguard the institutional memory of the entire project in digital and, where applicable, printed file.
4. Support in the control of project expenses, including the monitoring of the financial movements of the project and keep up to date the record with the expenses generated by the project.
5. Assist in the processes for the acquisition of goods and services within the framework of the Project. Prepare drafts of contracts, reserve funds, purchase orders, and other documentation related to the administrative implementation of the Project.
6. Support in the monitoring of external contracts, ensuring the compliance with all relevant administrative aspects, in all stages of the process, and support in the evaluation of them once completed.
7. Preparation of the necessary documentation and logistics coordination related to the missions: itinerary of flights, hotel reservations, travel plan, UN security authorizations, travel orders, settlement of mission expenses, etc.

8. Enter requisitions and vendors in the DU MoUV system used by UNESCO for the management of providers.

9. Prepare payment requests, ensuring that they are accompanied by all the required support documentation.

10. Coordinate all the logistical aspects related to the organization of trainings, meetings and conferences, which take place both inside and outside of Costa Rica, including, among others: organization of competitive processes for the selection of suppliers, communication with suppliers, identification of places for meetings, preparation and sending of invitations, communication with participants, preparation of budgets, hotel reservations, reservation of airline tickets, etc.

11. Contribute to a database of contacts, suppliers, personnel, and documentation related to the Project.

12. Carry out any other specific task required by the coordination of the project.

Activities and tasks November 2019 – March 2020 (Programme Assistant)

The Programme Assistant works under the overall supervision of the Director of the Office and under the direct supervision and guidance of the Programme Specialists, providing support in the organization and delivery of programme activities, the Programme Assistant carries out a range of specialized administrative processes and specialized support services. To this objective, the incumbent will:

1. Organize procurement of equipment and other supplies for field projects and office activities; with close follow-up and giving feedback on delivery of goods/services receipts;
   • Initiate and follow-up procedures for recruiting consultants;
   • Initiate and follow-up travel authorizations in conjunction with missions and visiting officials;
   • Organize meetings and workshops by booking venues, informing participants, distributing documentation and initiating travel authorizations, and keep track of files until completion;
   • Inform team members of specific administrative processes and related procedures, to support work planning and the timely and coordinated execution of work.

2. Produce complete and in final form reports, documents, publications and correspondence related to work of the unit from draft texts in English and when requested also in Spanish; including contribution to support UNDAF/CCA rollout in the five Cluster countries.

3. Provide information on project expenditures and status of project budgets;
   • Compile data on programme activities to support reporting on project delivery
4. Organize the publication and dissemination of official documents, reports and publications through both internet and physical distribution;
   - Maintain unit programme content on inter-intranet sites and monitor traffic;
   - Design and maintain information systems and databases in both physical and electronic media; set an assessment system preferably through indicators;
5. Route information and queries for response as appropriate and follow through filing track records;
6. Additional activities that may be required to ensure the success of the work team.

Products
- Monthly reports (of no more than 5 pages for each month) on the progress of the administrative and financial processes of the respective projects and programmes, including an identification of the processes completed, ongoing and pending, and potential bottlenecks and proposals for their solution.
- A final report with information about the status of administrative processes, information about any pending issues and instructions for follow-up, including a guide about the location (physical and digital) of the information and documentation related to all administrative aspects (correspondence; documentation related to contracts, purchase orders, missions, workshops and meetings, suppliers, etc.) of the contracting period.

Conditions of contract
- The modality of the contract is an “Individual Consultancy Contract” to be signed between UNESCO and the incumbent, within the contractual framework of the Organization.
- The contract shall start on 1 July 2019 (or earlier) until 31 March 2020.
- The monthly fee is for USD 1,500.
- The consultancy is at a junior level. The consultant shall work on a full-time basis within the UNESCO San José Office. The working week consists of 37.5 hours.
- The agreed fees include all eventual costs related to logistics, mobility, bank fees, social and medical security charges incurred during the consultancy period.
- It is the responsibility of the contracted person to ensure the payment of any social security and medical insurance fees. The contracted person will have to provide evidence to UNESCO of a medical insurance coverage for the period of the consultancy.
- UNESCO will not recognize any additional charges for the concept of social security, medical insurance, pensions, income taxes and other tax obligations that may apply.
- The contract will be formalized within UNESCO contractual framework.
- UNESCO reserves the right to call the candidates for this consultancy for an interview and to ask for a written exam as part of the selection process. Also, UNESCO reserves the right to request references.
- UNESCO does not charge a fee at any stage of the recruitment process.
• UNESCO does not accept inquiries from candidates during and after the selection process. Only those candidates pre-selected for the interview will be notified.