

ToR for Child caregiver at the UN Childcare Facility

Post Title	Caregiver at the UN Childcare Facility
Location	UN House, Kawajangsa, Thimphu, Bhutan
Application Deadline	24 th March 2021
Type of Contract	Individual Contract
Tentative Start Date	1 st April 2021
Duration of the Initial Contract	12 Months with possible extension
Remuneration	NU 15000 per month

I. Background:

The UN Childcare Facility will provide a safe and secure environment for children of the UN staff during official hours. The purpose is to support the work-life balance of UN staff, while at the same time ensuring that children are cared for in a safe environment.

To serve this purpose, a caregiver will be recruited based on the Terms, conditions, experience and qualifications shared in the Terms of Reference (ToR). The ToR for the UN Childcare Facility Caregiver is derived from the Standard Operating Procedure (SoP) of the UN Childcare Facility.

II. Qualifications and Experience

1. A minimum qualification of Class X completed certificate.
2. Prior training and experience of working in similar settings and roles will be an added advantage.
3. Strong communication skills.
4. Effective and efficient work ethics.
5. Responsible, caring, and respectful towards all, especially children.
6. Positive attitude, open-mindedness, and willingness to learn.

III. Roles and Responsibilities

1. Abide by the Terms and Conditions of employment as per the ToR and the contract.
2. Ensure a safe and secure environment for children at all times: The caregiver shall not use any form of violence (physical, emotional, verbal) to discipline children.
3. Possess basic knowledge on health and hygiene protocols, including COVID-19 protocols.

4. Must treat all children the same and should not demonstrate any impartiality or discrimination towards children and parents.
5. Receive and handover children and children's belongings at the beginning and end of each day.
6. Be prepared to handle emergencies and provide basic first aid when required a
7. Report any case of incidents/accidents to relevant authorities through procedures as outlined in the SoP.
8. Ensure that children's play and interactions both in the center and outdoors are supervised.
9. Must consult with parents on all matters related to the child, especially with regards to health, safety, and discipline.
10. The child caregiver in consultation with the parents, will develop a schedule for the registered infants and toddlers, which must be followed by both parents and staff.
11. Must abide by any prevailing UN house rules and regulations while within the UN house.

IV. Terms and Conditions of employment

1. Upon finalization of recruitment, the staff will be required to complete mandatory online courses on:
 - i. Prevention of Sexual Exploitation and Abuse (PSEA); and
 - ii. Prevention of Sexual Harassment and Abuse of Authority (PSHAA).
 - iii. Basic online Security Training
2. Inform the parents one day latest by 8 am if incase he/she is unable to come for duty due to sickness or any other emergencies to enable parents to make necessary arrangement for their children. However, for planned leave, the caregiver shall inform the parents a week ahead of the effective leave day.
3. The child caregiver must maintain privacy and confidentiality of all sensitive records pertaining to children and their families.
4. Failure to abide by the ToR and SoP could lead to suspension or termination of employment.

V. Institutional arrangements:

The incumbent will work under the direct supervision of the UN Common Service Associate.

VI. Duty Station:

The incumbent will be based in UNDP Bhutan Country Office, Thimphu Bhutan.



VII. Duration of work:

Expected duration of 12 months and he/she will report to work on a daily basis (5 days a week starting from 9AM to 5:30 PM). Within 12 months, 15 days annual leave will be accrued (equaling 1.5 days of leave built in per month).

VIII. Recommended Presentation of Offer

Applicants are requested to submit following documents via email to procurement.bt@undp.org before 5 PM (Bhutan Standard Time) on 24th March 2021:

- a. **A Cover letter, describing** why the candidate considers him/herself as the most suitable for the assignment.

Personal CV, indicating similar experience from past employment as well as the contact details (email and telephone number) of the Candidate. **Please include, names and contact details of at least thr**