



## Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	<a href="#">LACR</a>
Category:	<a href="#">GS (General Services)</a>	Country:	<a href="#">Nicaragua</a>
Reason for Classification:	Revised responsibilities	Duty Station:	Managua
Level:	<a href="#">G-6</a>	Office:	Nicaragua CO
Title:	Executive Associate	Section:	Representation
Title Information in Parenthesis:		Unit:	Representation
CCOG Code:	2101	Case Number:	
UNICEF Code:	ADM	Post Number:	10347
Classified by:	Pedro Amado	Classified Date:	8/14/2024

Organizational Context:	<p>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.</p>
Purpose of the Job:	<p>Under the supervision of a head of office, the Executive Associate is accountable for procedural communications, operations and administrative support services, as well as specialized administrative functions, to enhance the smooth running of the Representative’s and Deputy Representative’s day-to day activities, as well as his/her section. Executive Associates also represent the supervisor in initiating, following up on and resolving issues pertaining to administrative requests. This is a normal office-based post.</p>
Key functions, accountabilities and related duties/tasks:	<ul style="list-style-type: none"> <li>• Communications Support</li> <li>• Administrative Support</li> <li>• Operations Support</li> <li>• Budget Monitoring Support</li> </ul> <p>COMMUNICATIONS SUPPORT:</p> <ul style="list-style-type: none"> <li>• On behalf of supervisor, manage incoming and outgoing correspondence, e-mails and telephone calls.</li> <li>• Communicate sensitive information to higher level managers.</li> <li>• Provide routine information pertaining to the work of the division/office.</li> <li>• Draft responses to written inquiries on routine questions.</li> <li>• Coordinate responses to sensitive inquiries.</li> <li>• Follow up on established deadlines and ensure timely submissions by staff of reports, correspondence and other documents.</li> <li>• Coordinate work with the Deputy Representative or Officer in Charge, in absence of the Representative.</li> <li>• Drafts and edits correspondence for the Representative’s and Deputy Representative’s signature. Check for completeness and conformity with organizational norms.</li> <li>• Prepares informal or short translations and acts as interpreter when required.</li> <li>• In charge of protocol matters which include arranging meetings with high-ranking officials’</li> </ul>

receptions given by the head of office. Ensures that supervisor is duly briefed on issues for discussions.

- Participates in the organization and preparation of staff meetings or special meetings, including Country Management Team (CMT) and Joint Consultative Committee (JCC), and takes minutes and/or notes of issues and agreements.
- Prepares weekly calendar of activities of Office of the Rep and socializes it with CO teams.

#### ADMINISTRATIVE SUPPORT:

- Maintain the Representative's and Deputy Representative's calendars computerized and arrange appointments, meetings, including taking responsibility for finalization of the meeting agenda, the production and distribution of documentation, and preparation of minutes of meetings. Distribute meeting reports and information and ensure follow-up on required actions.
- Receives high-ranking visitors, places and screens telephone calls and answers queries with discretion.
- Organize official travel on behalf of Representative and Deputy Representative.
- Preparing briefing materials for official trips or meetings.
- Prepare documentation for the supervisor's signature reviewing for style, factual and grammatical accuracy.
- Monitor and alert the Representative on office performance indicators (Dashboard, RAM, etc.), and helps prepare notes for follow up discussion in relevant meetings.
- Prepare Office Travel Plans for Domestic and International travel.
- Establishes and maintains communication channels with the different government institutions and private organizations, at top level, to support and strengthen Representative's and Deputy Representative's Office external relations, and to allow work flows smoothly. Is acquainted of main political issues and briefs supervisor on these when necessary.
- Institutional communication: receives, screens, logs and routes communication digital and physical, attaches necessary background information and maintains follow-up system. Use judgment in handling and organizing others to handle urgent and important mail in absence of Representative or Deputy Representative.
- Dispatches diplomatic pouch, when necessary.
- Keeps updated list of names, addresses and telephone numbers of ministers, government officials, private organizations, Civil Society Organizations (CSOs), e.g., churches, universities, media, and members of the diplomatic corps.
- Provides general guidance to other programme associates, according to the UNICEF relevant norms, style.
- Maintains policy, confidential and general management files.
- Establishes and maintains communication channels with other UNICEF offices, NYHQ, Hubs and Regional Office, and performs any other duties as required.
- In coordination with Deputy Representative and other programme managers, participate in all administrative arrangements for meetings, such special events, workshops, seminars and special visitors by coordinating transportation, hotel accommodation, conference room reservation, background documents, and audio-visual equipment as required.
- Support activities and conferences by making the travel and logistical arrangements, through engaging with facilitators, governments, partners, country offices, caterers, and host for the Representative and performs liaison duties with other units and senior executive associates of other UN Agencies and COs.

#### OPERATIONS SUPPORT:

- Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.
- Supports management of administrative supplies, office equipment, and updating the inventory of items.
- In coordination with Representative and Administrative section, follow-up Senior Driver tasks in order to guarantee efficient driver support to Representation.
- Provide quality assurance for contracts, Memorandum of Understandings (MoUs), letter, etc., before the Representative or Deputy Representative's approval.

#### BUDGET MONITORING SUPPORT:

- Monitors incoming grants and alerts Representative or Deputy Representative and programme managers as well as the Budget and Planning associate for the allocation of funds.
- Supports the office as Partnership Review Committee (PRC) Secretary when necessary.

#### Impact of Results:

In addition to the impact at the GS-6 level, s/he is accountable for applying a broad range of specialized administrative rules and procedures in the coordination of administrative support to the senior staff member and his/her section served. In addition, they represent the supervisor in communications involving the exchange of non-routine information, coordinating and following

up on deadlines as well as establishing and maintaining communications with counterparts within UNICEF and partner organizations. Efficiently initiating, monitoring and ensuring provision of such services allows the supervisor to focus on substantive core work.

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 incumbent 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

Competencies and level of proficiency required:

Core Values

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

Core Competencies

- 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)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

Recruitment Qualifications:

Education: Completion of secondary education is required, preferably supplemented by technical or university courses/degree related to the field of work.

Experience: A minimum of six years of relevant administrative or clerical work experience is required.

Experience organizing events at high levels.

Dealing with confidential matters and politically sensitive issues.

Previous experience working with Senior Officials is highly desirable, preferably with hands-on experience in a Front/Executive Office.

Previous experience in the UN systems, desirable.

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

Attachments:

[Executive Associate G-6 \(1\) Nic Especific comments RO vf.pdf](#)

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