



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Programme Assistant**
Supervisor Title/ Level: **Communication Specialist, P3**
Organizational Unit: **Communication**
Post Location: **UNICEF Kyrgyzstan Country Office**

Job Level: **G-5**
CCOG Code: **2A02**
Functional Code: **PMA**
Job Classification Level: **G-5**

II. Organizational Context and Purpose for the job

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world. To learn more about UNICEF, visit www.unicef.org.

Job organizational context:

The Programme Assistant (G-5) will work in the Communication Unit of the UNICEF Country Office in Kyrgyzstan, under the supervision of the Communication Specialist.

Purpose for the job:

UNICEF is looking for a motivated and experienced individual to support the work of the Communication Unit by carrying out a range of procedural, administrative, and operational tasks, helping to develop, implement and monitor country communication activities, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

The Programme Assistant will report directly to the Communication Specialist.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme delivery. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION, and making necessary logistical arrangements. Keeps vendor lists, partners, and consultant rosters up-to-date.
- Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
- Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Supporting the management of administrative supplies and office equipment.
- Maintaining office calendar and arranging meetings. Taking minutes of meetings and keeping the correspondence of the team well organized.
- Providing travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaising with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Maintaining and updating a system which monitors the absence of staff.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and makes amendments and alterations as per section revisions when necessary.
- Supporting capacity development activities, meetings and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging times through liaising with participants over availability; liaising with budget focal points and section over costs and needs; and preparing background materials for participants.

IV. Impact of Results

The Programme Assistant supports the Communication Unit in the compilation and coordination of key work products, ensuring deadlines are met and that established rules and procedures are followed. The support provided by the programme assistant therefore creates the strongest possible administrative platform from which the country programme can then be delivered. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analyzing (1)
- Learning & Researching (1)
- Planning and organizing (1)
- Following Instructions and Procedures (1)

VI. Skills

- Thorough knowledge of UNICEF administrative policies and procedures.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Strong office management skills.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of five years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in English, Russian and Kyrgyz is required.