Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	HQ
Category:	GS (General Services)	Country:	United States of America
Reason for Classification:	Establishment of a new post	Duty Station:	Berlin
Level:	G-5	Office:	PPD
Title:	Administrative Assistant	Section:	
Title Information in Parenthesis:		Unit:	
CCOG Code:	2A12	Case Number:	PPD26031
UNICEF Code:	ADM	Post Number:	
Classified by:	Natalia Paquin	Classified Date:	9/4/2025

Organizational Context:	The Public Partnerships Division (PPD) leads UNICEF to secure quality public sector income for all children, promotes international development and humanitarian resources for child focused outcomes, and facilitates UNICEF's intergovernmental and interagency engagement to champion child rights. The Division does this through its core functions of income, influence, insights and stewardship by: maintaining and expanding flexible resources for children from a diverse range of key international development and humanitarian partners; leading UNICEF's engagement with public sector partners globally; providing strategic insights and analytics on public partnerships; undertaking evidence-based influence & engagement with public sector partners to raise income and to champion child rights; providing global strategic direction, guidance and oversight of the public partnerships function.
Purpose of the Job:	The job is contributing to the performance of the PPD Europe Pillar by providing key administrative support to the German speaking Section.
Key functions, accountabilities and related duties/tasks:	- Support to Income, Influence, Insight and Stewardship - Prepare, review and dispatch all outgoing correspondence and maintain data files - Help coordinate logistics for external and internal events - Enter fund reservations and receive invoices from vendors/consultants - Assist the teams in preparing background materials on review data analysis using VISION - Make travel arrangements for the teams and finalize travel claims - Assist in following up on internal and external requests and actions - Act as a focal point for office equipment, office supplies and facility managements - Set up appointments and coordinate meetings convened by the supervisor and team - Provide logistical support to visiting delegations - Assist with event and hospitality management - Support activities of daily office management - Maintain general files and assist in the preparation of briefs, presentations, spreadsheets and charts
Impact of Results:	The fulfillment of the above functions will contribute to the success of missions, interactions and meetings through maintenance of information on institutional set up and key interlocutors, appropriate planning and finalization of arrangements, mobilization of inputs, proper organisation of follow up and monitoring of agreed upon actions.
Capabilities required:	1. Project Management (2) • Use project management tools to organize and track tasks within a project • Schedule and prioritize tasks to meet deadlines • Provide project updates and report issues 2. Collaboration (2) • Use tact and discretion in sensitive situations • Communicate thoughtfully and diplomatically considering how words may be perceived by

	others • Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions • Communicate key points and recommendations verbally in a clear and direct manner • Organize, visualize and present data, tailoring visuals to highlight key insights 3. Problem Solving (2) • Compare different sets of information to identify correlations and differences • Analyze information to identify the root cause of problems and possible risks • Identify key data and patterns in reports and summaries • Organize, visualize and present conclusions in a structured and logical way • Consider and suggest possible solutions to resolve problems independently • Consider available information when making decisions 4. Digital Dexterity (2) • Use AI tools and digital platforms to collect information • Assess AI generated tasks for accuracy and effectiveness • Use key organizational business systems and digital platforms • Manage and organize digital documents and files in alignment with digital workforce policies and culture • Safeguard documents ensuring confidentiality and manage data risks
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 partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)
Recruitment Qualifications:	Education requirement: Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work. Experience required: A minimum of 5 years of relevant administrative or clerical work experience is required. Language requirements: Fluency in English (written & verbal) is required. Knowledge of another official UN Language (Arabic, Chinese, French, Russian, Spanish) and a local language (as applicable) are considered an asset.
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	No

personal-identifiable information on children such as names, national ID, location data, or photos)?:	
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:	Administrative Assistant - G-5 - PPD Berlin (IBCS No. PPD26031).pdf

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