JOB PROFILE

I. Post Information	
Job Title: **Executive Associate** Supervisor Title/ Level: **Head of Office** Organizational Unit: **Various** Post Location: **Various**	Job Level: **G-6** Job Profile No.: CCOG Code: **2A12** Functional Code: **ADM** Job Classification Level: **G-6**

II. Organizational Context and Purpose for the job

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.

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 supervisor'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.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

- Communications Support
- Administrative Support
- Operations Support

COMMUNICATIONS SUPPORT:

- On behalf of supervisor, manage incoming and outgoing correspondence, e-mails and telephone calls.
- Communicate sensitive information to higher level managers.
- Provide routine information pertaining to the work of the division/office.
- Draft responses to written inquiries on routine questions.
- Coordinate responses to sensitive inquiries.
- Follow up on established deadlines and ensure timely submissions by staff of reports, correspondence and other documents.

ADMINISTRATIVE SUPPORT:

- Maintain the supervisor's calendar and arrange meetings.
- Organize official travel on behalf of supervisor.
- Preparing briefing materials for official trips or meetings.
- Prepare documentation for the supervisor's signature reviewing for style, factual and grammatical accuracy.

OPERATIONS SUPPORT:

- Supports capacity development activities and conferences by making logistical arrangements, through engaging with facilitators, caterers and hosts.
- Maintains and updates a system which monitors the absence of staff.
- Supports management of administrative supplies, office equipment, and updating the inventory of items.

IV. 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.

V. Capabilities Required

Project Management (3)

- Create project plans, objectives and deliverables
- Track and organize resources like time, budget, and team efforts
- Identify and report potential risks for further guidance

Collaboration (3)

- Navigate organizational dynamics and adapt behavior to respond to different situations
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
- Write clear, concise and well-structured reports and documents using appropriate language
- Pay close attention to what others are saying, asking questions for clarification
- Present ideas and information clearly in front of groups

Problem Solving (3)

- Analyze data, identify trends, patterns and anomalies
- Evaluate information, analyze problems, identify underlying causes and risks
- Summarize and communicate findings, focusing on actionable insights to support decision-making
- Make decisions in time-sensitive situations, even with incomplete information
- Assess the potential impact of solutions (costs, benefits and risks)

Digital Dexterity (3)

- Utilize AI-powered tools and platforms to automate data analysis
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
- Use specialist technology business systems and software

- Analyze and summarize data from various business systems to generate reports and insights.

VI. UNICEF values and competency Required (based on the updated Framework)

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- 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)

VII. Skills

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Thorough knowledge of UNICEF's organizational structure, administrative policies and procedures.
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff.

VIII. Recruitment Qualifications	
Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	A minimum of six years of relevant administrative or clerical work experience is required.
Language Requirements:	Fluency in English and Bahasa Malaysia is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset