



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)**

I. Post Information

Job Title: **Executive Specialist**
Supervisor Title/ Level: **Representative, D2**
Organizational Unit: **UNICEF Office**

Job Level: **P-3**
Job Profile No.:
CCOG Code: **1A12**
Functional Code: **ADM**
Job Classification Level: **P-3**

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.

Job organizational context:

The Generic Job Profile for the Executive Specialist at the P-3 level is to be used in any UNICEF office, generally reporting to the head of office.

Purpose for the job:

The incumbent is responsible for supporting the Representative in developing, implementing and following up on key strategic priorities; coordinating, managing and planning activities in a systematic and organized manner; and managing an effective system for incoming information, including correspondence and decision memos.

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

Summary of key functions/accountabilities:

- Follow-up on policies and instructions presented by the Representative. Keep the Representative update on developments in UNICEF's operations and of policy issues related directly to UNICEF or to humanitarian issues affecting the response in Sudan.
- Draft regular information notes and other written products that provide briefings on areas of concern to UNICEF and that propose areas where action by the Executive Office would further the objectives of the Office.
- Contribute to coordinating drafts of position papers and other documents relevant to the activities of the office.
- Assist the Representative in the preparation of statements that represent UNICEF's overall policies and which highlight specific areas of concern. Propose and draft substantive correspondence for the Representative.
- Support the Representative in efforts to raise the profile of UNICEF and the agency's concerns within the context of the broader United Nations system.
- Manage the flow of information to the Representative, identify priority matters that need to be urgently addressed by the supervisor and propose actions; analyze supporting documentation and summarize most relevant points for the supervisor; ensure that appropriate action is taken by responsible section heads on matters brought to the attention of the supervisor.
- Confer with internal Section Chiefs and external senior managers to secure timely and authoritative information relevant to matters requiring action, decisions or the approval of the Representative.
- Ensure that the Representative is prepared for meetings and missions by drafting talking points, by researching relevant information; and by establishing contacts (within and outside UNICEF) on the subject matters to be discussed.
- Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.

IV. Impact of Results

In addition to the impact at the P2 level, P3 positions in this function begin to support the supervisor by contributing and providing input on strategic matters

The Executive Specialist liaises with colleagues within the same office, at HQ, and in the field, on matters of non-routine significance in order to prepare documents for the supervisor and manage the flow of information.

Regular contacts with external parties, including UN office, donors and International organizations, are made to provide the supervisor's contacts with background information on relevant topics prior to meetings, to respond queries on behalf of the supervisor at his/her discretions and to obtain assistance of others on matters of relevant to the office.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Skills

- Skill in the identification of new opportunities or requirements to meet challenges and propose changes.
- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Ability to contribute to formulation of strategies and policies
- Excellent drafting and editing skills
- Excellent communication skills
- High standards of tact, discretion, integrity, and confidentiality.
- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Strong analytical skills, drive for results, as well as planning and organizing skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.

- Ability to work proactively and with minimal supervision, following instructions, procedures and policies, and keeps to schedules delivering work on time.
- Excellent time management skills to deal with conflicting and urgent priorities.
- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Ability to work proactively and with minimal supervision, following instructions, procedures and policies, and keeps to schedules delivering work on time.
- Excellent time management skills to deal with conflicting and urgent priorities.
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VI. Recruitment Qualifications	
Education:	An advanced university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.
Experience:	<p>A minimum of five years of relevant professional work experience in external relations, public affairs or international development cooperation, preferably within the UN, or in a government institution, NGO</p> <p>Prior experience of working in coordination and planning is required.</p> <p>Prior experience managing a Front Office or executive office is required.</p> <p>Prior experience working in emergency contexts is required. Prior experience in an L3 emergency will be a strong asset.</p> <p>Prior experience working in complex political environments is required.</p>
Language Requirements:	Fluency in English is required. Knowledge of another UN language (French, Spanish, Arabic, or Russian) or local language of the duty station is considered as an asset.