



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Administrative Associate 72464**
Supervisor Title/ Level: **Administrative Officer NOB, 63870**
Organizational Unit: **Common Services Unit, Senegal**
Post Location: **Senegal Country Office**
Duty Station: **Dakar**

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.

Job organizational context:

The Generic Job Profile for the Administrative Associate at the **G-6 level** can be used in any UNICEF office, as the administrative focal point for a section that is not part of the office's administration section. The Administrative Associate is accountable for both specialized and procedural communications, operational and administrative support services.

To fairly allocate the number of administrative associates assigned to each team in an office, careful consideration is to be taken with regards to volume of throughput e.g.:

- *size of overall team*
- *size of budget*
- *amount of travel within the teams*
- *amount of consultant and institutional contracting and subsequent submissions to the contracts review committee (CRC)*

Purpose for the job:

Under the supervision and guidance of the Administrative Officer, the Administrative Associate is responsible for executing a broad variety of procedural and specialized administrative tasks for the respective section requiring in-depth knowledge of UNICEF administrative procedures, processes and policies. Key tasks including inventory management in line with IPSAS standards, Assets, attractive items, management and planning of equipment for UNICEF building(s) and general administrative functions.

III. Key functions, accountabilities and related duties/tasks**Asset Management**

- Day to day Asset management in line with IPSAS standards and the UNICEF guidance on mAsset applications for asset management. Verify that equipment received from suppliers match the amounts and specifications in the purchase order, oversees those items are delivered the intended staff members or organisation's for safe storage where necessary and Tags all new office equipment and reviews the data entered in vision for accuracy.
- Create asset master record and update day to day or monthly the PPE. Ensure the maintenance of inventory records of UNICEF property through the UNICEF management system. Monitor and update the inventory of non-expendable property & attractive items daily. Reconcile physical inventory data with office records to ensure inventory is complete and identifies discrepancies for corrective action.
- Ensure that the UNICEF office premises, and office equipment always remain in good tenable condition. Monitor repairs and follow up with service providers for all premises and office equipment maintenance Issues.
- Plan and organize annual physical inventory verification exercise of all classes of inventory for a large and complex country office with its own dedicated compound. Supervisors the consultants hired to conduct the blind counts and is focal point for annual report to headquarters.
- Equipment and supplies replacement planning and implementation in coordination with ICT for ICT equipment. Ensure that inventory related supply requisitions confirm to UNICEF rules and Regulations as well as standards specifications for such items.
- Residential Security Measures for international staff focal point and supervises retrieval of Business continuity plan equipment from the Representative, Deputy Representative Programme and Deputy Representative Operations residences. Prepare and maintains equipment lists in office and residential locations assigned to staff if needed.
- mAsset Property Survey Board (PSB) drafter and ensure inventory disposal via the PSB is in accordance with the UNICEF rules and regulations. Preparation of items to include in PSB submissions in Service Gateway. Support the administrative Officer in implementing the PSB decisions and follow up on the application of PSB recommendations and VISION updates in a timely manner. Maintain files of relevant documentation for audit trail.
- Provide monthly reports on inventory status in line with IPSAS standards. Assess the vision and fiori app Assets reports, Asset KPI monitoring and reporting for the office.
- Being Focal Point for SIM cards, phones & laptops attribution, and inventory as well as private call reimbursements.

- Oversee the management of administrative stores. Ensure safety for office supplies by regularly inspecting the office stores. The administrative associate regularly checks the accuracy of the BIN cards and report findings to the Administrative Officer and Administrative Specialist.
- Contribute for the purchase and timely distribution of office supplies. Monitor and keep track of its utilization and replenishment.
- Facilitate the arrival and installation of new staff into office premises (space allocation, office equipment, and arrival kit to prepare in advance: stationery, laptop assignment, telephone purchase etc.).

Budget Monitoring

- Provide support on monitoring budgets and financial expenditures of the section, ensure compliance with UNICEF rules and regulations, keep supervisor informed and advised on actions for decision/follow up.
- Provide support on budget revision/preparation, implementation status, determination position of funding utilization, operational, and financial closure.
- Carry out transactions in VISION pertaining to grants for his/her section when needed.

Vendors, Invoice and Contracts' Processing

- MDM Vendor focal point for the unit for the creation and updating of vendor profiles in VISION.
- Collaborate in the management of administrative service contracts and contract service providers (i.e., utilities, security, cleaning, interim agents.); provide supervision and regular feedback to contractors as needed.
- Create requisitions for contracts and purchase orders as well as funds commitments and/or fund reservations for invoice processing.
- Support facilitating the processing of contracts for consultants and external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates and making necessary logistical arrangements.
- Responds to client transaction status and other inquiries.

Provide support services to the Common UN House

- Support the Independent Project Unit/Common Back Office (IPU/CBO) Administrative Staff on Assets planning, Assets solutions and provide advice on Assets Management requirements for the Common UN House.
- Provide and/or facilitate technical advice on inventory management and distribution of supplies and equipment in support of the Common UN House supply plan implementation.
- Work closely with the IPU/CBO Administrative Staff in relation to processing Common UN House and other UN Agencies requests of Assets Management within the framework of CBO workplan.
- Support the IPU/CBO contracting function to ensure cost effective for local procurement of supplies and services.
- Interpret and advise the IPU/CBO Administrative Staff on policies and procedures impacting Assets Management.

- Develop and maintain partnership and collaborative relations with UN organizations and build strong interrelations with external stakeholders within the framework of CBO in Assets Management and related activities.

Communications & Workflow

- Communicate routine and some non-routine information pertaining to the work of the team.
- Facilitate the communications and workflow of the section to enhance the efficiency and timeliness of administrative operations and outputs.
- Support to establish and maintain the office filing and reference systems, both traditional and digital; and ensure the SharePoint websites related to Assets and Admin are up to date and accurate by uploading cleared materials and files on the intranet.

Other Duties

- Ensure the availability of timely, complete and accurate information and data for preparing section work plans and project management plans.
- Help ensure timely compliance with agreed deadlines.
- Take minutes of meetings, ensuring accuracy, attention to detail and coherence.
- Staff support with onboarding (laptop, telephone, ...).
- Perform any other duties or tasks as assigned by supervisors.
- Take on work of other administrative colleagues when absent.

IV. Impact of Results

In addition to the impact at the GS-5 level, a G-6 staff member is predominantly accountable for applying a broad range of specialized administrative rules and procedures in the coordination of administrative support to the team served. Efficiently initiating, monitoring and ensuring the provision of administrative services allows the professional staff of the organization to focus on substantive core work. This may include supervisory responsibilities with accountability for the work of administrative assistants, temporary staff and/or consultants.

Administrative Associates represent the supervisor in initiating, following up on and resolving issues pertaining to administrative requests. External contacts include counterparts in international organizations, bi-lateral and multi-lateral institutions and national governments to organize meetings, workshops and conferences. Communications involve the exchange of information across the UNICEF at the most senior levels and externally to governing body representatives.

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 without Supervisory Responsibilities)

- 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)


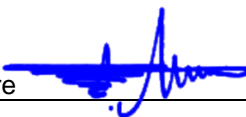

VI. Skills

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- In-depth knowledge of UNICEF 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 background.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff.

VII. 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 6 years of relevant administrative or clerical work experience is required.
Language Requirements:	Fluency in French and English is required. Knowledge of another

	official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.
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VII. Signatures- Job Description Certification		
Name: Aissata Kane	Signature 	Date 6/1/2023
Title: Admin/Finance Specialist		
Name: Feker Bayoudh	Signature 	Date 06.01.2023
Title: Dep. Representative, Operations		
Name: Silvia Danailov	Signature  Silvia DANAILOV Representante	Date 09.01.2023
Title: Representative		