

UNITED NATIONS CHILDREN'S FUND TOR

<p>Duty Station: Bujumbura, Burundi</p> <p>Section/Division: Coordination</p> <p>Level: GS5</p> <p>Duration: 6 months</p> <p>Title: Executive Assistant</p>	
<p>PURPOSE OF POST: To cover for the maternity leave of the Executive Assistant</p>	<p>REPORTS TO: Deputy Representative Programme</p> <p>NUMBER/LEVEL OF POSTS SUPERVISED: 0</p>
<p>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.</p> <p>Under the supervision of the Deputy Representative Programme, the Executive Assistant is accountable for communications, operations and administrative support services to enhance the smooth running of the supervisor's day-to day activities. The Executive Assistants also represent the supervisor in initiating, following up on and resolving issues pertaining to administrative and coordination requests.</p> <p>The Executive Assistant reports to the Deputy Representative Programme programme portfolio composed of the following elements: education, health and nutrition, child protection, WASH, education, adolescent empowerment and community resilience, social policy as well as planning, monitoring, and evaluation. Key cross-cutting thematic areas have been identified in the Burundi programme namely, early childhood development, adolescents and climate change. The executive assistant will support coordination including for the monthly programme coordination meetings, the meetings of section leads and also support some partnerships elements.</p> <p>Summary of key functions/accountabilities:</p> <p>i) Communications and Programme Coordination Support</p> <ul style="list-style-type: none"> - Support programme coordination including through the monthly programme coordination meetings and the weekly heads of sections sessions - On behalf of supervisor, manage incoming and outgoing correspondence, e-mails and telephone calls. - Communicate sensitive information to higher level managers. 	<p>QUALIFICATIONS AND COMPETENCIES:</p> <p><u>Education:</u> Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.</p> <p><u>Work Experience:</u> A minimum of five years of relevant administrative or clerical work experience is required.</p> <p><u>Language:</u> Fluency in French is required, and a good command of English is preferred.</p> <p><u>Skills</u></p> <ul style="list-style-type: none"> - Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint, Teams/Zoom; knowledge of integrated management information systems required. - Good knowledge of administrative policies and procedures. - Excellent 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. <p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect

<ul style="list-style-type: none"> - Provide routine information pertaining to the work of the division/office. - Draft responses to written inquiries on routine questions. - Coordinate responses to sensitive inquiries. - Prepare briefing materials for official trips or meetings. - Follow up on established deadlines and ensuring timely submissions by staff on reports, correspondence and other documents. - Acts as alternate focal point for implementing partnerships ensuring the smooth running of the review of partnership documents. <p>ii) Administrative Support</p> <ul style="list-style-type: none"> - Manage supervisor's calendar and arrange meetings. - Organize official travel on behalf of supervisor. - Prepare documentation for the supervisor's signature reviewing for style, factual and grammatical accuracy. <p>iii) Operations Support</p> <ul style="list-style-type: none"> - Supports capacity development activities and conferences including sessions with partners by making the logistical arrangements, through engaging with facilitators, caterers and hosts. - Maintains and updates a system which monitors the absence of staff. 	<ul style="list-style-type: none"> • Integrity • Trust • Accountability <p><u>Core Competencies</u></p> <ul style="list-style-type: none"> • 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)
--	---

APPROVED BY:

Deputy Representative Programme

Date: _____

Representative

Date: _____