



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Administrative Assistant (Transportation)**
Supervisor Title/ Level: **Admin Specialist/NO-C**
Organizational Unit: **Operations**
Post Location: Sudan **UNICEF Sudan Country Office**

Job Level: **G-5**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **G-5**

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 *(Please outline the type of office this position is in, in addition to its supervisor) :*

The Generic Job Profile for the Administrative Assistant, at the G-5 level, is to be used in a UNICEF country office.

Purpose for the job *(Please outline the overall responsibility of this position)*

Under the Supervision and guidance of Administrative Officer, NO-C, the Admin Assistant (Transport) provides transport related services ensuring high quality and accuracy of work. The Admin Assistant/Transport Assistant promotes a collaborative, client-focused, quality and results-oriented approach in delivery of transport services.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

- Supervise the motor pool and arrange for the daily dispatch of the senior drivers and drivers on their daily assignments. Follow-up with the WFP Humanitarian Hub for registering the UNICEF trips.
- Ensure that the senior drivers and drivers are up to date with their PERs.
- Arrange for the periodic maintenance and ad-hoc maintenance of the office vehicles in Khartoum and assist and arrange for the periodic maintenance and ad-hoc maintenance of the field office vehicles.
- Arrange and follow-up on the stock of fast-moving spare parts in collaboration with Supply Unit. Issue spare parts as required.
- Check and ensure that Khartoum vehicles' logbooks are up to date and correctly filled.
- Supervise UNICEF fuel depot and issue fuel coupons for the Khartoum vehicles and field office vehicles on mission to Khartoum.
- Arrange and prepare vehicles for field trips and maintain rosters for drivers for the field trips.
- Maintain rosters for the duty drivers.
- Supervise senior drivers and drivers leave plan and administer leave accordingly.
- Supervise senior drivers and drivers overtime requests, verify and submit timely to the Head of Admin.
- Arrange and prepare milage report periodically and prepare fuel consumption report periodically.
- Arrange for the insurance of all UNICEF vehicles, ensure validity of certificates and open separate file for each vehicle with all its relevant documents. Arrange for the registration of all UNICEF vehicles.
- Assign, record and invoice staff members for any personal use of UNICEF vehicles and for generator fuel.
- Any other duty assigned by the supervisor

IV. Impact of Results

The efficiency and effectiveness of support provided by the admin assistant ensures that a strong administrative platform is provided to the respective sections, which in turn affects the timely and accurate completion of the services provided by advisors and specialists in the team.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity 	<p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> ▪ 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)
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VI. Recruitment Qualifications	
Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 5 years of progressively responsible administrative or clerical work experience is required in the field of transportation.
Language Requirements:	Fluency in English and local language of the duty station is required.

VII. Signatures- Job Description Certification		
Name: Mohamed Elsir	Signature:	Date: 17/08/2021
Title: Administration Specialist		
Name: Mohamed Hassan	Signature:	Date: 17/08/2021
Title: Dep Rep Operations		
Name: Mandeep O'Brien	Signature:	Date: 17/08/2021
Title: Representative		