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BY:

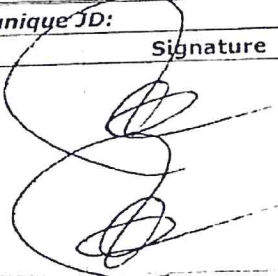

REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile

FOR COMPLETION BY REQUESTING DEPARTMENT					
Post/Case No: 3313	Establishment of a New Post: <input type="checkbox"/>	Downgrade/Upgrade of an existing post:	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	JD not classified for over five years: <input type="checkbox"/>
Division/Field Office: Office of the Secretary of the Executive Board		Official Title: Assistant Secretary of the Executive Board			Proposed Grade: P-5
Office:		Organizational Title Request:			
Section:		Duty Station: NYHQ			
Unit:		(Please attach Departmental organizational chart clearly identifying the post, its reporting relationship and any supervisory responsibilities if applicable)			

Justification for Specific Job Description:

Please note that there are no changes to the Job description other than the reporting line/ supervisor and head of office. We would like to advertise this post as soon as possible. Staff member currently in the post will be taken up their new post.

There is a valid management need for this unique JD:			
	Title	Name	Signature
Supervisor:	Director/Secretary of the Executive Board	Nicolas Pron	
Head of Office:	Director/Secretary of the Executive Board	Nicolas Pron	

FOR COMPLETION BY HR ONLY	
Approval of Specific Job Description:	
APPROVED: <input checked="" type="checkbox"/>	NOT APPROVED: <input type="checkbox"/>
HR Officer: A. Brusa	Date: 3 April 2017
Comments:	

unite for
childrenunicef 

UNITED NATIONS CHILDREN'S FUND

JOB DESCRIPTION

PROFESSIONAL POST

IMIS POST NUMBER: 3313

CASE NUMBER:

POST TITLE: Assistant Secretary,
Executive Board

POST LEVEL: P-5

SECTION/DIVISION:

Office of the Secretary of the
Executive Board

(FOR DHR USE ONLY)

Generic JD Code:

IMIS JD Number:

ICSC CCOG Code:

UNICEF Code:

CLASSIFIED LEVEL: **PS**

DATE CLASSIFIED:

DUTY STATION: New York



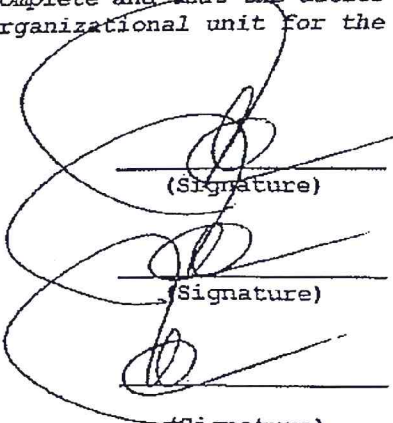
SIGNATURES

This is to certify that the contents are correct and complete and that the duties and responsibilities described are required in the organizational unit for the proper accomplishment of the functions.

Nicolas Pron,
Secretary/Director of the Executive Board
Supervisor, Name and Title

Nicolas Pron,
Secretary/Director of the Executive Board
Head of Section, Name and Title

Nicolas Pron,
Secretary/Director of the Executive Board
Head of Office, Name and Title



(Signature)

(Signature)

(Signature)

DATE PREPARED: 3 July 2014 and updated on 23 March 2017

1. ORGANIZATIONAL SETTING

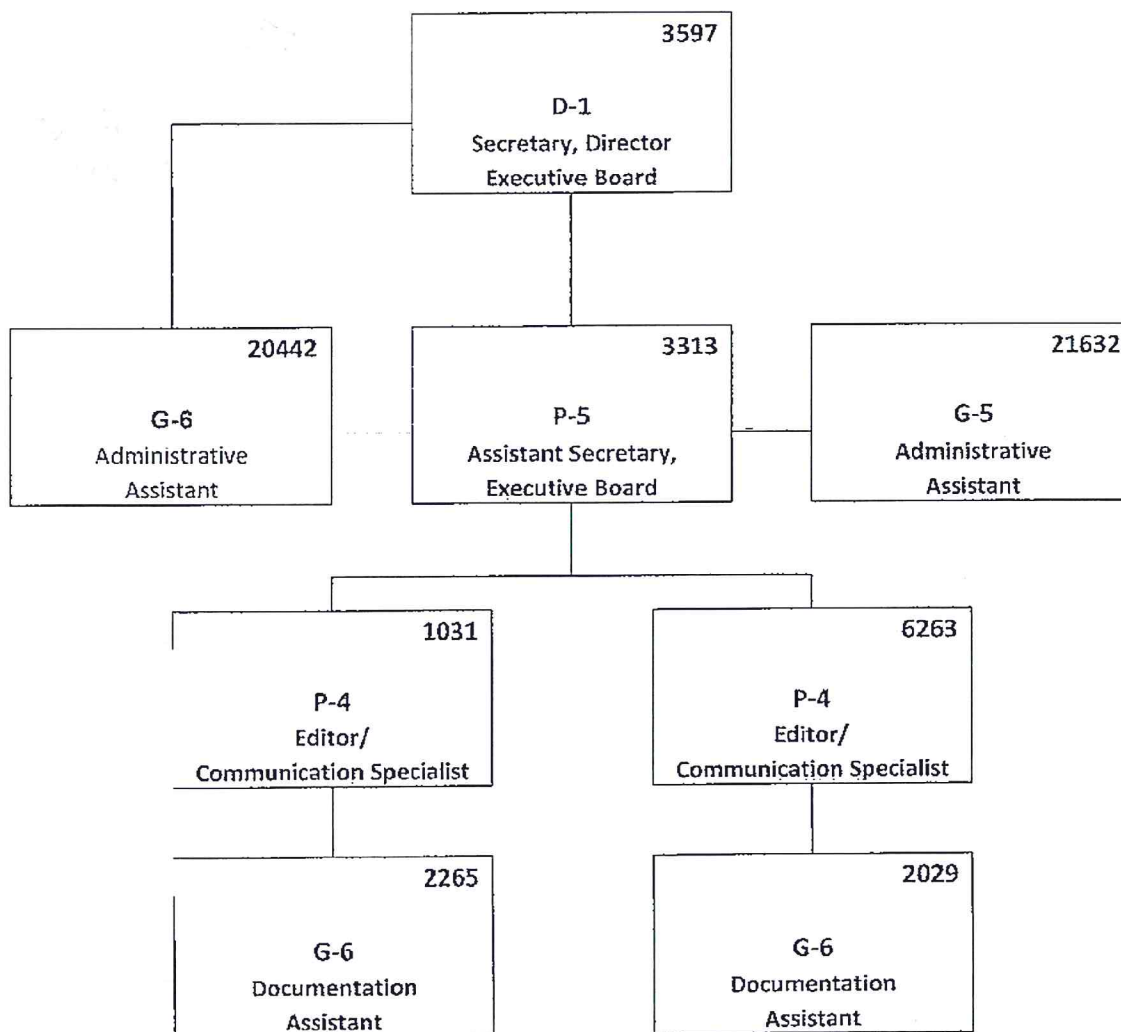
- a) REPORTS TO: (Indicate post, by job title and level, to which this position reports.)

Secretary of the Executive Board, D-1

- b) RESPONSIBILITY FOR WORK OF OTHERS (Indicate the title, level and number for whose work the post is responsible.)

<u>Title</u>	<u>Level</u>	<u>Number</u>
Editors	P-4	2
Executive Board Assistant	G-5	1

- c) ORGANIZATION CHART (Show the IMMEDIATE SECTION where the post is located, as well as the supervisor, subordinates and all other related posts. Only the officially approved organization chart should be used.)



2. PURPOSE OF THE POST (*Statement of overall post accountability.*)

To assist the Secretary of the Executive Board to: (a) promote a mutually effective relationship between the Executive Board and the secretariat, (b) coordinate the relationship between the different parts of the UN system and UNICEF on matters relating to the Executive Board; (c) prepare for, organize and service Executive Board sessions and all Board-related meetings and consultations; and d) maintain a consistently high standard in the preparation and production of Executive Board documentation.

3. MAJOR DUTIES AND RESPONSIBILITIES (*Describe in order of importance what incumbent does and how. Do not exceed more than 10-12 major duties. Indicate the percentage of time devoted to each duty or responsibility. Do not include duties of less than 5%.*)

Percentage

20%	1. Work closely with the Secretary of the Executive Board to ensure effective organization, preparation, management and servicing of all Executive Board sessions and other Board-related meetings and consultations; serve as the Secretary of the Executive Board in his/her absence and in case of parallel meetings of the Executive Board.
20%	2. In-house coordination and direct supervision of the editorial team to ensure that Executive Board documentation responds to Executive Board requirements, including adherence to deadlines and direct editorial responsibility for selected, politically sensitive documents.
10% →	3. Support the Secretary of the Executive Board in maintaining a year-round dialogue and working relationship with members of the Bureau. Prepare for the monthly meetings of the Bureau of the Executive Board including setting the agenda, preparing background materials and preparing notes of the meetings.
20%	4. Work closely with the Secretary of Executive Board to ensure an open and continuous exchange of information with Executive Board members to identify concerns and undertake or recommend, as required, appropriate secretariat responses. Coordinate the identification of potentially sensitive issues and the ways in which UNICEF might respond to issues brought up under the key agenda item to be considered at each session of the Executive Board. Focal point for the review by Member States of the Country Programme Documents.
10%	5. Coordinate the preparation of the field visits of the Executive Board members and support/coordinate - as focal point - the joint field visit of the Executive Boards. Participate in selected field visits. Coordinate the preparation and organization of the annual orientation meeting for new Executive Board members.
10%	6. Support the Secretary of the Executive Board in ensuring full coordination with the Executive Board secretariats of other relevant agencies, in particular UNDP, UNFPA, and WFP. This includes being the focal point for the organization of the joint meeting of the Executive Boards

10%	7. Focal point for the preparation of internal planning documents such as office management plan and budget, work plan, and the annual report. Plan and monitor the utilization of the office budget as the budget focal point for the office.

4. WORKING CONDITIONS (Do the duties of this post involve frequent travelling or unusual conditions or is it an office-based post?)

Office based post with occasional travel for field visits with Executive Board members and other travel as necessary.

5. IMPACT AND CONSEQUENCE OF ERROR

(a) Describe the type of decisions regularly made and the impact of those decisions.

The type of decisions include what approaches to take on certain political questions or with certain delegations; how to try to steer discussions dealing with a sensitive issue; how to structure an agenda providing optimal exposure to strategic key issues; day-to-day management decisions which directly affect OSEB's efficiency and effectiveness. The judiciousness and timeliness of such decisions have a direct impact not only on the smooth functioning of the office, but on Board/Bureau/secretariat relationship.

(b) Describe the type of recommendations regularly made and why they are important.

The incumbent makes recommendations regularly regarding the approaches to be developed for Board member countries, the content of working papers and statements for the President, Bureau members and the Executive Office, as well as of briefing materials; measures to improve the internal Board preparation process; and ways to improve Board/secretariat relations. These recommendations are crucial to ensure the smooth functioning of Board meetings; to facilitate the active and constructive participation of Board members and observers in Board-related matters; and to ensure that the corporate goals of the organization are presented in the most effective manner possible. They also have a direct bearing on various corporate policy decisions.

(c) Describe the most damaging error(s) that could be made in the performance the job, and their consequences.

Errors of fact and judgment could be made both in the editorial aspects of the work and in the frequent and often politically sensitive dealings with Executive Board members. In either case, the consequences are best described as involving the credibility of the organization. Serious error could weaken the Executive Director's position within the Executive Board on potentially crucial matters.

In addition, with the Board and the Bureau continuously scrutinizing and elaborating their roles and working procedures, the provision of erroneous or incomplete information could seriously undermine not only the deliberations of both bodies, but also the essential relationship of trust and confidence between Board and secretariat.

Untimely or inaccurate advice provided to the President and/or Vice-

Presidents during parallel meetings could disrupt the orderly conduct of business, create confusion and lead to Executive Board decisions which run contrary to UNICEF's corporate goals.

Injudicious selection of countries for the Executive Board visits, inadequate or inappropriate briefing of both the Board members and country representatives and insufficient attention to contingency planning could adversely affect the Executive Board's perception of UNICEF and impact negatively on UNICEF's relations with host Governments.

6. INDEPENDENCE (Describe the degree of direction or management guidance the incumbent receives from the immediate supervisor, (e.g., incumbent exercises judgement, takes initiative, etc., under minimal supervision.)

The incumbent works with minimal supervision under guidance from the Secretary of the Executive Board. The liaison functions require the incumbent to use personal discretion and judgment to take the initiative in dealing with Board members and their concerns that he/she identifies as being of critical importance to the work of the organization. In addition, frequent pressured situations - including discussions with individual or small groups of Executive Board members - oblige the incumbent to quickly exercise his/her own political judgment in often tricky and difficult situations, both within Board sessions and at other times.

7. GUIDELINES

- (a) Indicate which guidelines are required for performing the duties of the post (rules, regulations, policies, procedures, practices, precedents, manuals, instructions, etc.)

Overview of UNICEF policies, organization and working methods
UNICEF Executive Board Rules of procedure
Rules of procedure of other governing bodies of the UN system
Established Board practices
Executive Board resolutions in force
Relevant General Assembly and ECOSOC resolutions
United Nations Editorial Manual

- (b) Describe the degrees to which interpretation of, and deviation from, existing guidelines are permitted, and the authority to propose or establish new guidelines.

Much of work involves interpretation of existing policy and discussion of future policy directions. Guidelines are of minimal relevance.

8. WORK RELATIONSHIPS

Indicate both the purpose and level of contacts within and outside UNICEF, in order to perform the work effectively.

CONTACT

PURPOSE & FREQUENCY

- | | |
|--|---|
| a) <u>Internal</u>
Executive Director
Deputy Executive Directors
Chief of Staff, Executive Office | In planning and servicing
Board-related meetings,
frequent, to ensure
complementarity with corporate
goals and objectives. Divisional |
|--|---|

	transparency and compliance with Board requirements. As the need arises, to alert the Executive Office to emerging Board member concerns and reservations and to potential pitfalls.
Regional Directors Deputy Regional Directors Country Representatives	Occasional; related to document preparation and planning of submission, and in relation to field visits of the Executive Board
b) <u>External</u>	
Executive Board and Bureau members	Frequent and continuous liaison work is a major element of the post functions.
Observers and potential Board Members Permanent Missions	Occasional - to provide guidance on procedures for election to the to the Board and participation in Board sessions.
Governing body secretariats of other UN bodies	Frequent - to exchange information on common issues, to prepare for the joint meeting of the Executive Boards and for joint field visits.
UN Department of Conference Services	Frequent - regarding Board meeting requirements; editorial matters; and processing of documents.
ECOSOC secretariat	Occasional - in connection with UNICEF reporting through ECOSOC to the General Assembly.

9. QUALIFICATIONS AND COMPETENCIES required to perform the duties of the post:

(a) EDUCATION (*Indicate the level of formal education and/or training and field of specialization required.*)

Advanced university degree, in related fields, e.g. international relations, social and economic development, communications, management or equivalent.

(b) WORK EXPERIENCE (*Indicate the length and type of practical experience required at the national and international levels.*)

Minimum 10 years progressively responsible professional work experience in external relations, preferably with an international organization. Thorough knowledge of UNICEF policies, priorities and working methods and related procedures of organization and management a distinct asset. Knowledge of the UN system and procedures of critical importance.

(c) LANGUAGES (*Indicate the language requirements.*)

Fluency in English and French. Knowledge of another official UN language an asset.

- (d) COMPETENCIES (Indicate what key competencies are required, such as computer knowledge, management, communication, negotiating, or training skills, etc.)

Management experience, excellent organizational skills, communication skills, political analysis and sensitivity, cross-cultural sensitivity, highly developed respect for diversity, and above all, negotiating and diplomatic skills.

Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

Core competencies (Required)

- Communication [III]
- Drive for Result [III]
- Working with People [III]

Functional Competencies (required)

- Leading and supervising [III]
- Formulating strategies and concepts [III]
- Analyzing [III]
- Relating and Networking [III]
- Deciding and initiating Action [III]
- Persuading and influencing [III]
- Learning and Researching [II]
- Creating and innovating [III]
- Planning and Organizing [III]
- Adapting and responding to Change [III]
- Coping with pressure and setback [III]

