



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

**CASE NUMBER:** FJI18028

**Job Title:** Administrative Assistant

**Supervisor Title/ Level:** Admin & Finance Officer/NoB level

**Organizational Unit:** Admin & Finance

**Post Location:** Suva, Fiji

**Job Level:** G-6

**Job Profile No.:**

**CCOG Code:**

**Functional Code:**

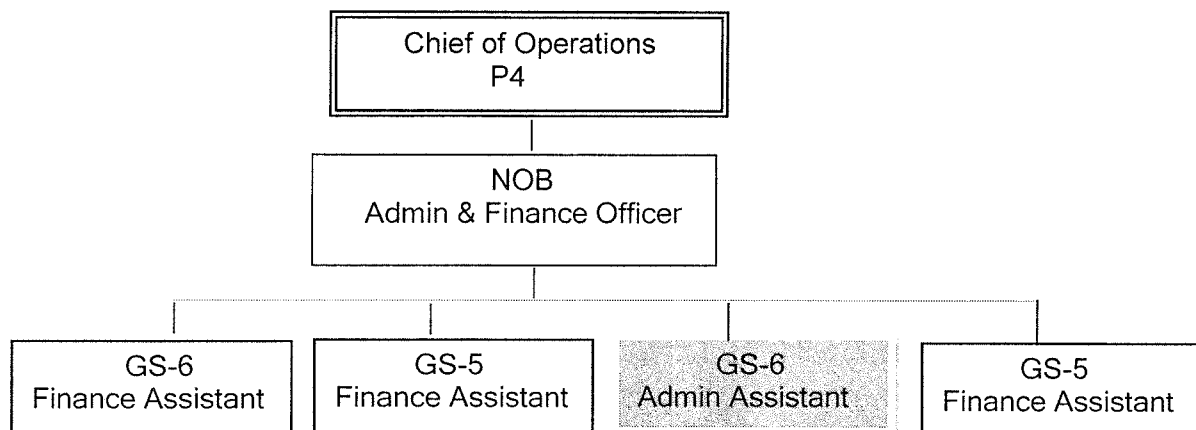
**Job Classification Level:** G-6

### 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 Specific Job Profile for the Administrative Assistant, at the G-6 level, is to be used in the UNICEF Pacific country office reporting to the Admin & Finance Officer at level 2.



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

Under the general supervision of the Admin & Finance Officer, the Admin Assistant will perform a variety of administrative support functions.

**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)*

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

- Analyzes, maintains and provides overview of the work of the office to ensure timely administrative support is provided in general and specialized areas.
- Undertakes all travel administrative arrangements (i.e. tickets, visas, hotel accommodation, and ensures timely action on note verbales and security clearances), drafts administrative notes for meetings, workshops and seminars
- Briefs international personnel on general administrative matters relating to visas, licenses, security; provides advice and ensures administrative support, as required.
- Advises and assists other staff in the area of office management. Arranges for and/or attends meetings on day-to-day administrative matters; participates in discussions of new or revised procedures and practices; interprets and assesses the impact of changes; and makes recommendations for follow-up actions.
- Prepares, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Assists in the preparation of office budgets applicable to staff and servicing costs.
- In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.
- Requisitions office supplies and equipment locally and abroad, and arranges for control of distribution and maintenance of appropriate inventory records. Assists with the safe-keeping and annual physical inventory maintenance of records and implements PSB recommendations on replacement and disposal of expendable properties.
- Provides interpretation of administrative rules, regulations and procedures.
- Performs other duties, as required.

**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)****Core Values**

- Commitment
- Diversity and inclusion
- Integrity

**Core competencies**

- Communication (I)
- Working with people (II)
- Drive for results (I)

**Functional Competencies:**

- Analyzing (I)
- Learning & Researching (I)
- Planning and organizing (I)
- Following Instructions and Procedures (I)

**VI. Recruitment Qualifications**

Education:

Completion of secondary education, preferably supplemented by technical or University level courses in administration, Finance, or any other related field discipline relevant to the job is an asset.

Experience:

A minimum of 6 years of relevant professional work experience in office management, administration or any other relevant function


Language Requirements:

Fluency in English and local language of the duty station is required.

**VII. Signatures- Job Description Certification**

Name: Sandeep Prasad

Signature



Date

26 JULY 2017

Title: Admin &amp; Finance Officer

Name: Sheldon Yett

Signature



Date

26 July 2017

Title: Representative