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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **Watch Assistant**  Supervisor Title/ Level: OPSCEN Emergency Officer (P-2), 17008  Organizational Unit: EMOPS  Post Location: NYHQ | Job Level: **GS-6**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| 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.  OPSCEN’s mission is to support UNICEF to achieve its commitments to children in emergencies and to staff security through the provision of vital, 24/7 global information and communications services. The Watch Assistant provides this support by manning the OPSCEN on a shift basis, monitoring and reporting on key global event, and providing emergency communications support as required.  **Job organizational context**  The Watch Assistant is based in UNICEF Headquarters, Office of Emergency Programmes (EMOPS), Security Section, Emergency Operations Centre (OPSCEN) and reports to the OPSCEN Manager.  **Purpose for the job**  The Watch Assistant reports to the OPSCEN Manager and monitors emergency-related developments, communicates critical events through real-time alerts and media monitoring reports, provides real-time support to staff around the world, and support NYHQ business continuity. In order to support 24/7 operations, the Watch Assistant is required to work on rotating shifts, including evenings, nights, weekends and holidays. |

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| 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:**   1. Provide UNICEF staff globally with 24/7 emergency information and communication services; 2. Issue real-time alerts and/or daily media monitoring reports to update key staff on critical humanitarian and/or security developments globally. 3. Implement business continuity systems to ensure that OPSCEN remains operational in the event of a critical incident affecting NYHQ; |
| **Duties/Tasks:**   1. **Provide UNICEF staff globally with 24/7 emergency information and communication services**    * Provide 24/7 emergency assistance to UNICEF staff globally through immediate advice, follow-up and/or referral;    * Facilitate emergency-related conference calls, videoconferences and bilateral calls;    * Maintain global staff contact database, Headquarter (HQ), Regional Office (RO) and Country Office (CO) staffing lists, and distribution lists organized by function, responsibility and location;    * Review, distribute and archive information from COs, ROs and HQs, including situation reports, updates and appeals, etc. 2. **Issue real-time alerts and/or daily media monitoring reports to update key staff on critical humanitarian and/or security developments globally**    * Monitor global events with potential humanitarian implications for children and/or security implications for UNICEF staff;    * Disseminate alerts and advisories to key staff at CO, RO and HQ levels;    * Create and disseminate daily media monitoring reports    * Following a critical security incident, establish location and safety of UNICEF staff and dependents and ensure immediate follow-up by UNICEF security staff. 3. **Upon the decision of the UNICEF Crisis Management Team, activate business continuity procedures to ensure that OPSCEN remains operational in the event of a critical incident affecting NYHQ**    * Ensure OPSCEN remains functional in the event of a serious incident in New York through activation of OPSCEN’s business continuity plan;    * Support monthly operational handovers to OPSCEN’s back-up team;    * Disseminate messages to NYHQ staff by SMS concerning security incidents and weather events affecting NYHQ. |
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| IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)* |
| The efficient and effective information and communications support provided by the Watch Assistant impacts on humanitarian action for children in emergencies and the safety and well-being of personnel and their dependents. |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) | |
| Core Values   * Diversity & Inclusion * Integrity * Commitment   Core competencies   * Communication [I] * Working with People [I] * Drive for Results [I] | Functional Competencies:   * Planning and Organizing [I] * Adapting and Responding to Change [I] * Coping with Pressure and Setbacks [I] |

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| **VI. Recruitment Qualifications** | |
| Education: | Bachelor’s Degree in related field, e.g. international relations, humanitarian response, social studies, etc. |
| Experience: | 1 years of relevant work experience. |
| Language Requirements: | Fluency in English required; proficiency in another UN language highly desirable. |

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| **VII. Signatures- Job Description Certification** |
| Name: Sean McDonald Signature Date  Title: (Supervisor) OPSCEN Manager |
| Name: Manuel Fontaine Signature Date  Title: Director, EMOPS |