



UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)

**I. Post Information**

Job Title: **Contract Assistant**  
Organizational Unit: **Operations**  
Post Location : **Bogotá-Colombia**

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:**

The Generic Job Profile for the Contract Assistant at the **G-5 level** can be used in any UNICEF office, as the contract focal point. The Contract Assistant is accountable for procedural and some specialized communications, operational and administrative support services.

This GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in work plans and/or individual performance plans

**Purpose for the job:**

Under the supervision and guidance of the Operations Manager, the Contract Assistant GS5 is responsible for executing a broad variety of routine tasks and some specialized for the respective section, requiring thorough knowledge of UNICEF administrative procedures, processes and policies.

### III. Key functions, accountabilities and related duties/tasks

- Draft and prepare low value Purchase Orders/Contracts.
- Draft and prepare Purchase Orders/Contracts on the basis of LTA's adjudicated bids, established price lists, monitors timeliness of deliveries, etc.;
- Prepare Direct Orders (Purchase Orders) against existing Long-Term Arrangements (LTA) ensuring that the LTA has valid quantities and lead-time meets requirements.
- Draft & prepare for final signature, maintaining full confidentiality at all times, Request for Proposal (RFP);
- Monitor delivery and performance of vendors, prepare and update status report on the Purchase Requisitions (PRs), Purchase Orders, expedite deliverable, continuously updating Programme Sections on status and providing other related information as required. Maintain procurement monitoring database.
- Assist in monitoring the closure of POs by keeping an eye on payment requests status which are under payment;
- Administer documents flow and ensure electronic and hard copy filing according to the established CO procedures. Maintains purchase order/contract files with all required procurement documentation (POs, contracts, invoices, delivery receipts, payment requests, correspondence, etc).
- Monitor deliverable against agreed milestone, issues letters and general correspondence related to individual and corporate contracts.
- Facilitates the processing of contracts for consultants and external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION, and making necessary logistical arrangements.
- Maintains up-to-date vendor lists, partners, and consultant rosters.
- Responds to client transaction status and other inquiries.
- Monitors life-cycle of recruitment process to update supervisor as necessary.
- Helps ensure timely compliance with agreed deadlines.
- Update, review, organize and maintain the consultant databases, ensuring the quality of the information.
- Ensures that all the deliverables provided by consultants are properly filed and kept safe for future consultation within the organization.
- Establishes and maintains records of all the information produced by the consultancies.

### IV. Impact of Results

The scope of key results extends beyond small, discrete teams to impact support services of larger, more complex organizational structures. S/He supports the supervisor in the compilation and coordination of work products, ensuring deadlines are met and that established rules and procedures are followed. The work is standardized; yet the incumbent must apply a good knowledge of guidelines, to operationally support the Division/Office. Key performance indicators go beyond the timeliness and accuracy of work to include planning and organizing the work of the team.

Contract Assistant at this level represent the supervisor in communications involving the exchange of non-routine information, coordinating and following up on deadlines as well as establishing and maintaining communications with staff across various divisions. Communications require tact and

discretion. They may also provide guidance and direction to temporary or lower level staff

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

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### Core competencies

- Nurtures, Leads and Manages People (1)
- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

### Functional Competencies:

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

## VI. Skills

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Thorough knowledge of UNICEF administrative policies and procedures.
- 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

## VII. Recruitment Qualifications

Education:

Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.

Experience:	A minimum of 5 years of relevant administrative or clerical work experience is required.
Language Requirements:	Fluency in English is required. Knowledge of another UN language or local language of the duty station is considered as an asset.