

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

Post Title	Senior Administrative Assistant (Corporate fundraising support)	Post Level	GS-5
Supervisor's title	Corporate Fundraising Specialist	Supervisor's Level	NO-3
Contract duration	364 days	Duty Station	Mexico City

JOB 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, advocacy, and operations. The equity strategy, which emphasizes the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means ensuring that all children have an opportunity to survive, develop, and reach their full potential, without discrimination, bias, or favoritism. If any child has an unequal chance in life, with their rights being violated in social, political, economic, civic, or cultural dimensions, it is a concern for UNICEF. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens, and addressing inequity, not only provides all children with the opportunity to fulfill their potential but also leads to sustained growth and stability in countries. Therefore, the focus on equity is crucial, as it accelerates progress towards realizing the human rights of all children, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The Senior Administrative Assistant, at the G-5 level, will be based in Mexico City's Country Office and report directly to the Corporate Fundraising Specialist. Its purpose is to assist in executing administrative tasks within the corporate team. The position provides necessary support to the corporate specialist and other corporate team members, particularly in terms of following up on tasks and administrative actions required to accomplish corporate fundraising and Child Rights and Business goals. These tasks include handling Due Diligence requests, providing support in the contract signature process, assisting in the development of Terms of Reference, and more, which will be listed in the Key Functions section below.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Administrative Support:

- Assist the Corporate Partnership & Fundraising team in the preparation of screenings Due Diligence through the UNICEF Intranet (UNISON); filling online forms, follow-up and coordination with the person in charge of each account for additional requests by LACRO and the Headquarters in Geneva.
- Assistance in administrative tasks in the Corporate Fundraising area, such as: file management and maintenance, agreements, donor reports, tax deductible receipts, internal documents; coordinating and drafting minutes of internal meetings; mailings in general.
- Assist in the cultivation plan of corporate contacts through sending greeting cards; relevant information about UNICEF's work in the country; invitations to UNICEF calls and field visits.
- Keep updated the database of Companies and key contacts.

- Coordinates meetings between programs and corporate fundraising areas for the timely follow-up of proposals and implementation actions.
- Support other offices with vendor registrations and donation tracking.
- Assist other departments as necessary.
- Assist other offices as necessary.
- Preparation and monitoring of donations in kind for their final recognition.
- Coordinate travel arrangements for the team and partners.

Corporate Support:

- Provide the necessary support to the Corporate Fundraising team in the research of companies, industries, market data and key contacts in companies for the proper prospection.
- Follow-up of approval process and signing of Corporate Alliances agreements.
- Follow-up on payments from allies and corporate donors.
- Logistical support in the realization of special events and signing new alliances; search for contacts, coordination with suppliers, sending invitations; coordination for compliance in a timely manner.
- Keep donation tracking up to date.

DELIVERABLES / OUTPUT

The efficiency and effectiveness of support provided by the senior administrative assistant ensures that main administrative tasks regarding Corporate Specialist, New Business ands Key Accounts are fulfilled and contribute to the objectives and goals of the Corporate Fundraising area.

REQUIRED QUALIFICATIONS

<p>Education</p>	<ul style="list-style-type: none"> ▪ Completion of secondary education, preferably supplemented by technical or university courses in Finance, Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health, or related social science field.
<p>Work Experience and skills</p>	<p>A minimum of 5 years of progressively responsible administrative or clerical work experience is required.</p> <ul style="list-style-type: none"> • Experience in reviewing contracts, preparing sales presentations, analysis, and reports. • Experience in developing timetables and critical routes. • Proficient use of PC and administrative software (Office 365: PowerPoint, Word, Excel, SharePoint). • Ability to organize and give support in the implementation of projects; able to work under pressure, meet deadlines, maintain a high level of motivation, tolerant of frustration and excellent interpersonal relationship management. • Numerical Skills.

<p>Languages</p>	<p>Fluency in Spanish. A proficient level of English is required, but complete fluency is preferred.</p>
<p>UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)</p>	
<p>Core values of care, respect, integrity, trust, and accountability.</p> <p>UNICEF competencies required for this post are:</p> <p>(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others</p> <p>UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.</p> <p>We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.</p> <p>UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.</p>	