

**Terms of Reference for Administrative Assistant
(Temporary Appointment)**

Duty Station: Manila

Level: G-5

Duration: 6 months

Funding: RR

Supervision: Post title, level: Administrative Services Officer, NO-A

Purpose: Under the close supervision and guidance of the supervisor, the administrative assistant supports the respective section (s) by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement and monitor their country programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

MAIN TASKS AND RESPONSIBILITIES:

- Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme delivery. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION, and making necessary logistical arrangements. Keeps vendor lists, partners, and consultant rosters up-to-date.
- Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
- Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Supporting the management of administrative supplies and office equipment.
- Maintaining office calendar and arranging meetings. Taking minutes of meetings and keeping the correspondence of the team well organized.
- Providing travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaising with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Maintaining and updating a system which monitors the absence of staff.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.
- Supporting capacity development activities, meetings and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging

times through liaising with participants over availability; liaising with budget focal points and section over costs and needs; and preparing background materials for participants.

Knowledge / Expertise / Skills Required:

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

Work Experience: A minimum of five years of progressively responsible administrative or clerical work experience is required.

Language: Fluency in English (verbal and written) and Filipino. Good written and spoken skills in the language of the humanitarian operation and knowledge of another UN language an asset.

Competency Profile

Core Values:

- Care
- Respect
- Integrity
- Trust
- Accountability


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)

Prepared by:



Antonette Oseo
Administrative Services Officer, NO-A
Date: 15-OCT-2024

Approved by:



Name: Edgar Donoso
Deputy Representative Operations
Date: 15-OCT-2024