



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE**

I. Post Information

Job Title: **Travel and Finance Assistant**
Supervisor Title/ Level: Finance Associate,
G6
Organizational Unit:
Post Location: **UNICEF Country Office**

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 Colombia country office has increased its efforts and the number of staff to address various situations that have arisen as a result of displacement, the COVID-19 pandemic, and widespread violence affecting the country's children. In addition to traditional upstream work, the office has also undertaken downstream interventions that require more coordinated missions. Furthermore, the office is organizing an increasing number of meetings with government counterparts and civil society partners, necessitating end-to-end services such as booking tickets and hotel rooms, handling daily subsistence allowances (DSA), arranging meeting venues, and catering. This new reality demands more analysis and coordination, adding complexity to the travel function that cannot be managed by the sole GS6 staff member.

The Operations team has faced this growing demand without a significant increase in support staff, while the rest of the office has strengthened in various areas.

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

The Travel & Finance Assistant is responsible for executing a broad variety of standardized travel and financial tasks for the respective section(s) requiring thorough knowledge of UNICEF travel and financial procedures, processes and policies.

In this capacity, the need to project the image of a credible and reliable service provider is imperative to quality of process delivery, and the impact of work directly reflects on the overall reputation of the team in terms of responsiveness to client needs and quality of process execution.

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:

- **Travel**
- **Invoice Processing**
- **Events and Conferences**
- **General Administrative Duties**

- **Travel**

Provides travel assistance to staff in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel agency focal points to ensure that the organization obtains the best service and price for all travel.

Extracts, inputs, maintains and verifies correctness of travel records in the organization's travel system to ensure accurate transactions related to travel costs and staff travel

- **Invoice Processing**

Responsible for collecting invoices and filing documents for approval.

Respond to client transaction status and other inquiries.

- **Events and Conferences**

Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.

Arranges times through liaising with participants over availability.

Liaises with budget focal points and section over costs and needs.

Prepares and maintains agendas on meeting and events related to the work group commitments.

General Administrative Duties

Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information

Publish calls for tenders for corporate contracts, consolidate responses, and evaluate financial proposals.

Any other that may rise related to the position.

IV. Impact of Results

The efficiency and effectiveness of support provided by the Travel and Finance Assistant ensures that a strong financial platform is provided to the respective sections, which in turn affects the timely and accurate delivery of results for children.

V. UNICEF values and competency Required (based on the updated Framework)

Core Values

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

Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Recruitment Qualifications

Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 5 years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in Spanish is required. Knowledge of English is an asset.