



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

I. Post Information

Job Title: **Administrative Assistant**
Supervisor Title/ Level: **Administrative Officer/NOB**
Organizational Unit: **Administration**
Post Location: **UNICEF Malawi Country Office**

Job Level: **G-5**
Job Profile No.: **42109**
CCOG Code: **2A12**
Functional Code: **ADM**
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 Administrative Assistant at the **G-5 level** can be used in any UNICEF office, as the administrative focal point for a section that is outside of the office's administrative section. The Administrative Assistant is accountable for procedural and some specialized communications, operational and administrative support services.

It is worth noting that 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. Therefore, if this is the case, this can be made clear in team work plans as well as individual performance plans. However, for the incumbent to remain within the G-5 level of accountability, one, or a combination of the functions highlighted as "specialized" should not encompass the majority of their time.

To fairly allocate the number of administrative assistants assigned to each team, careful consideration is to be taken with regards to the volume throughput e.g.:

- *size of overall team*
- *size of budget*

- amount of travel within the teams
- amount of consultant and institutional contracting and subsequent submissions to the contracts review committee (CRC)

Purpose for the job:

Under the supervision and guidance of the supervisor, the Administrative Assistant 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

Budget Monitoring (specialized)

- Monitors budgets and financial expenditures of section, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision/follow up.
- Provides support on budget revision/preparation, implementation status, determination position of funding utilization, operational, and financial closure.
- Prepares and maintains records, documents and control plans for the budget monitoring of project/programme implementation.
- Carries out transactions in VISION pertaining to grants for his/her section such as registering grant allotments and tracking expiring programme grants.

Office Planning & Project Management (specialized)

- Ensures the availability of timely, complete and accurate information and data for preparing section work plans and project management plans.
- Undertakes basic research and performs comparative analysis of project/programme related data.
- Monitors project implementation against established milestones and makes recommendations to improve performance.
- Helps ensure timely compliance with agreed deadlines.
- Acts as focal point in the review of the completeness of data reports with key monitoring and evaluation information.

Procurement

- Guides managers in the process of PCA/SSAs in line with the policies and guidance issued by FRG, supply division and DHR.
- 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.

Communications & Workflow

- Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
- Manages incoming and outgoing correspondence, e-mails and telephone calls.
- Communicates routine and some non-routine information pertaining to the work of the team.
- Establishes and maintains the office filing and reference systems, both traditional and digital; and ensures the inter/intra-net websites are up to date and accurate.

Calendar/Meetings/Correspondence Management

- Maintains office calendar and arranges meetings
- Takes minutes of meetings, ensuring accuracy, attention to detail and coherence.

Events/Logistics

- 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 background materials for participants and uploads cleared materials on the intranet.
- Prepares and maintains agendas on meetings and events related to the work group commitments.

Travel

- Provides travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures.
- 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.
- Assists in the preparation of budgets on travel costs and maintain travel plan and budgetary control records.
- Monitors travel certification and report back to the team.

Invoice Processing

- Responsible for collecting invoices and filing documents for approval and, thereafter processing in VISION.
- Uploads electronic files and verifies results to destination system.
- Responds to client transaction status and other inquiries.

Supplies/Equipment

- Supports management of administrative supplies, office equipment, and updating inventory of items.
- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.
- Arranges for the purchase and timely distribution of office supplies.

Attendance

- Maintains and updates a system which monitors the absence of staff.

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.

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

i) Core Values

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

ii) 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)

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 official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.