

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

<b>Post Title</b>	<b>Administrative Officer</b>	<b>Post Level</b>	NO-1
<b>Supervisor's title</b>	Deputy Representative Operations	<b>Supervisor's Level</b>	P-4
<b>Contract duration</b>	364	<b>Duty Station</b>	Mexico City

**JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB**

Mexico is a country of origin, transit and destination for migrant children from the countries of northern Central America, seeking safety and opportunity in Mexico or the United States. These are children fleeing from gang-related and gender-based violence, organized crime, extortion, poverty and limited access to education and social services. They have been repeatedly exposed to threats, intimidation and insecurity in a lawless environment. Many also want to be reunited with their families who reside in the United States.

UNICEF is supporting state and local authorities for the rapid identification, registration and care of unaccompanied and separated children and adolescents who have entered the country or are moving through Mexico at both the northern and southern borders. Mexico Office supports the country deal with the migration crisis and implement actions to improve the lives of the children in Mexico in the areas of education, nutrition, social policy, child protection besides other transversal activities. The office is rapidly growing, and we are in the process of building the structure that we need to increase our reach in the country and improve the services we deliver.

As the focal point of administrative management services in the Mexico country office, the Administrative Officer is accountable for delivery of efficient and cost-effective administrative support services, providing guidance for operations of administrative support services and management of administrative staff in UNICEF Mexico central office and field offices across the country. Ensures the office's administrative operations and services are in compliance with the organization's administrative policy, procedures, rules, and regulations.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest [Annual Report 2022: Informe Anual 2022 UNICEF México](#)

**KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS**

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

### **1. Policy, procedures and strategies**

- As functional focal point, accountable for the correct and consistent application of policies and procedures in the assigned administrative functions through the provision of guidance and support to the country office or sub-office where applicable.
- Contributes to strategic planning and monitoring of administrative matters at country/sub-country level as necessary. Provides practical input on implementation of administrative guidelines, in close coordination with the head of office, operation staff/ supervisor.
- Supports supervisor and the head of the office, and updates staff on administrative policies, procedures rules and regulation.
- Implements the appropriate application and interpretation of administrative rules, regulations, policies and procedures. Briefs and assists arriving and departing staff on basic administrative procedures and requirements.
- Makes specific recommendations on the improvement of systems and internal controls, planning, restructuring and resolution of sensitive issues, taking into account the prevailing conditions in the locality. Keeps supervisor abreast of potential problem areas, and identifies and recommends solutions.
- Prepares reports on administrative matters as required. Provides administrative support and services to sub-country (zone) offices and out-postings, where applicable, including preparation and funding of service contracts, preparations of PGMs for all administrative supplies and guidance on administrative procedures. Undertakes missions to field locations to review administrative arrangements and makes appropriate recommendations where applicable. Serves as a liaison between the Country Office and the Mexican Foreign Ministry, is responsible for delivering and following up on administrative procedures

### **2. Budget management**

- Monitors the budget in close coordination with supervisor to ensure that objectives stipulated early in the fiscal year are realized for smooth operations of the office including sub-country (zone) offices and out postings where applicable.
- Recommends and prepares estimates on office premises, supplies and equipment requirements for budget preparation purposes. Assists zone offices in the establishment and maintenance of administrative services. Prepares, monitors and controls the administrative budget.

### **3. Administrative support and services**

- Undertakes delivery and improvement in administrative support and office services including space management, transport services, vehicle use and maintenance, equipment, conference and travel arrangements, document reproduction, communications, mail and delivery services, local procurement and bill payments of utilities.

- Ensures the timely and cost-effective provision of basic office services including space management, equipment, communications and security to enhance staff safety and productivity.
- Supports the Inter-Agency Operations Management Team's approaches for enhancing UN common services to attain efficiency and effectiveness.
- Helps negotiate and administer matters relating to office premises, utilities and services with vendors and agencies.

#### **4. Property management**

- Supports property management of administrative supplies, office equipment and vehicles, updating inventory of items, serving as ex-officio member to the Property Survey Board where applicable.
- Assists supervisor in Property Survey Board submissions, preparing minutes of meetings. Assists supervisor in executing PSB recommendations approved by the Head of Office.
- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.

#### **5. Contract arrangement and control**

- Ensures that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations.
- Participates in the reviews of the contractual arrangements related to administrative support (i.e. courier, premises maintenance, ancillary administrative support, vehicle maintenance, equipment maintenance etc.) to ensure that the terms and conditions of all contracts are being adhered to by providers of services. Proposes to supervisor any changes that may be required. Monitors payments against contractual obligations.

#### **6. Staff learning and development**

Collaborates on the development of training activities to ensure effective performance in administrative services management. Implements effective staff learning and development programme activities for capacity building. Helps organize workshops for staff's competency building, and staff learning and development.

#### **7. Partnership, coordination and collaboration**

As required, under the direction of the supervisor, collaborates with other agencies, local authorities and implementing partners on administrative matters including information exchange and harmonization.

#### **8. Performs any other duties and responsibilities assigned as required.**

DELIVERABLES / OUTPUT	
<ol style="list-style-type: none"> <li>1. Appropriate interpretation and application of administrative policy and procedures are timely implemented to support operations at the country and sub-country levels.</li> <li>2. The budget preparation and implementation are properly administered, monitored and controlled in the area of administrative management and services.</li> <li>3. Management and operations of delivery and improvement in administrative support services are timely and effectively provided, and security arrangements are well established for enhanced safety and security.</li> <li>4. Property management of administrative supplies, office equipment, vehicles and other properties are effectively performed.</li> <li>5. All administrative transactions and arrangements of contracts satisfy the requirements as stipulated and are in compliance with the applicable policies, procedures, rules and regulations.</li> <li>6. Staff capacity is enhanced through active staff learning/development programmes in the area of administrative management and services.</li> <li>7. Effective working relations are maintained with other agencies, local authorities and implementing partners.</li> </ol>	
REQUIRED QUALIFICATIONS	
<b>Education</b>	<ul style="list-style-type: none"> <li>▪ A Bachelor's degree preferably in business management, administration, finance, or any other relevant field of discipline.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>▪ One year of professional work experience in office management or administration in international organizations or major national organizations.</li> <li>▪ Supervisory work experience is required.</li> <li>▪ Experience in premises or facilities management is desirable.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>▪ Fluency in Spanish</li> <li>▪ Proficient level of English is required, but complete fluency is preferred.</li> </ul>
UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)	
<p>Core values of care, respect, integrity, trust, accountability and sustainability.</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>	

**(8) Nurtures, and, leads and manages people.** (Only staff with supervisory Responsibilities)

[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.

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.

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.