

UNICEF Niamey recruits

Job Title: Executive Officer

Job level: P2

Job reference: #127878

Type of Contract: Temporary Appointment (TA)

Report to: Representative

Location: Niamey, Niger

Duration: 364 days

I. Organizational Context and Purpose for the job

Niger is a landlocked Sahelian country of 24 million population predominantly by young and rural people (81.3%). Children aged 0-14 is 51% of the total population and 20% for those aged 15-24. Nearly half of the population is poor, despite reductions in the poverty rate over the past decade and the country ranked last on the 2019 Human Development Index. UNICEF Niger operates from the capital city, Niamey, as well as from 4 zonal offices, Agadez, Maradi, Diffa and Tahoua.

The role of Executive Officer is meant to strengthen the Office of the Representative and will work closely with a GS6 Executive Assistant post as a team in the Representative's Office to ensure adequate planning, time and external relations management. The post will play a lead role in coordinating internal managing issues and ensuring timely management of issues related to the Representative's Office in collaboration with the Deputy Representatives and the Chief of Communication.

II. Purpose

The incumbent is responsible for supporting the coordination, management, and planning activities in a systematic and organized manner; managing an effective system for incoming information, including correspondence, decision memos and other institutional documents that together constitute an important part of the organisation's archive; and lastly, drafting the work plans, annual reports, correspondence, and other planning documents pertaining to the goals of the team.

III. Key functions, accountabilities, and related duties/tasks

- **Support to office priority setting and decision making.**
 - Assist in managing the flow of information to the supervisor, in identifying priority matters that need to be urgently addressed by the supervisor and in proposing actions; analyze supporting documentation and summarize most relevant points for the supervisor; contribute to ensuring that appropriate action is taken by responsible section/division heads on matters brought to the attention of the supervisor.
 - Confer with section/division Heads to secure timely and authoritative information relevant to matters requiring action, decisions or approval of the supervisor.

- Ensure that the supervisor is prepared for meetings and missions by drafting talking points and by researching relevant information; and by establishing contacts (within and outside UNICEF) on the subject matters to be discussed.
 - Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.
 - Contribute to coordinating drafts of position papers and other documents relevant to the activities of the office.
 - Ensure that high-level visitors are appropriately addressed, that they receive background information as necessary, and that protocol is respected.
 - Develop and maintain a monitoring system to store, retrieve and track critical correspondence, decisions, memoranda, and other documents of the office.
- **Support to office planning and operations**
- Research, collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing annual work-plans.
 - Collect, draft and/or organize materials and related documentations for office strategies to ensure optimum impact, scale, and sustainability of achievements/results.
 - Assess and/or recommend appropriate information and materials for office initiatives verifying accuracy and quality for dissemination.

Support to events, meetings, and conferences

- Prepares, distributes, and maintains office event calendars ensuring key organisational and partner events, priorities and deadlines are reflected and updated as required.
- Contribute to preparations of logistics for events involving senior management participation. By participating in such meetings, follow up on the implementation of recommendations and actions by the relevant offices.
- Coordinate preparation of background documents and material for these meetings

UNICEF values and competency Required.

Core Values

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

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)

V. Skills

- Proven drafting and editing skills
- Excellent communication skills
- A proven ability to act with discretion and diplomacy is essential for this function.
- High standards of integrity and confidentiality.
- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Strong analytical skills, drive for results, as well as planning and organizing skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships.
- Ability to work proactively and with minimal supervision, following instructions, procedures, and policies, and keeps to schedules delivering work on time.
- Excellent time management skills to deal with conflicting and urgent priorities.
- Good knowledge of standard office software and tools.

VI. Qualifications

a. Education

A university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.

b. Experience

A minimum of two years of relevant professional work experience in external relations, public affairs, or international development cooperation, preferably within the UN, or in a government institution, NGO

Prior experience of working in coordination, planning, or in an executive office will be an asset.

c. Languages

Fluency in French and proficiency in English is required. Knowledge of another official UN language or a local language is an asset. Excellent written and verbal communication skills required.