



## SPECIFIC JOB PROFILE

### I. Post Information

**POST NUMBER/ CASE NUMBER:**42201  
**POST/CASE NUMBER OF SUPERVISOR:**21114  
**REASON FOR CLASSIFICATION:** Upgrade of established position  
**REGION/DIVISION:** MENA  
**COUNTRY:** STATE OF PALESTINE  
**DUTY STATION:** East Jerusalem  
**OFFICE:**  
**SECTION:** Operations  
**UNIT:**

**CATEGORY:** GS  
**PROPOSED LEVEL:** GS5  
**JOB TITLE:** Operations Assistant  
**Functional Code:** ADM  
**ICSC CCOG Code:**2A12

### II. Strategic Office 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.

#### **Strategic office context :**

The State of Palestine Office requires a dedicated position to serve as the administrative focal point for the Operations unit. The Operations Assistant is accountable for communications, operational support services to enhance the smooth running of the team and its workflow.

#### **Purpose for the job:**

Under the supervision of the Deputy Representative Operations, the Operations Assistant is responsible for executing a broad variety of routine tasks for the operations unit requiring full knowledge of UNICEF administrative and operational procedures, processes, and policies.

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

1. Provides administrative assistance throughout the Technical Review and Programme Budget meetings and other operations assistance
  - Administrative and secretarial assistance pre, during & post the different meetings.
  - Assists in the preparation of office budgets applicable to staff and servicing costs, and maintains necessary budgetary control records.
  - Draft routine correspondence from oral/written correspondence or available information sources in accordance with the standard of procedures  
Disseminate all diplomatic pouches and posts to the relevant sections/staff members
  - Provide needed and necessary Admin/logistics support for Dep Rep OPS
2. Monitoring Key Milestones and Results of the Operations Team
  - Support and follow up to ensure meeting deadlines by keeping an updated Operations team planning calendar.
  - Provide support and input to achieve key milestones and events of the team including drafting meeting minutes, follow up on action points and scheduling the Operations Team meetings as required.
  - Assist in preparation responses to address any queries
  - Data entry and updating of work-planning and templates with consolidated input from various team members.
3. Overall support in preparation for various events held by the operations team
  - Preparation and coordination for meetings/events such as operations meeting.
  - Creating TeamSite's for each event and maintaining relevant documents libraries.
  - Taking minutes and action points of meetings ensuring accuracy, attention to detail and coherence.
  - Following up as needed and keep updated records of the responses received on requested action points and other tasks as required
  - Where/as needed arrange for travel of UNICEF staff on official business. This includes flight booking arrangements in accordance with UNICEF duty travel rules and regulations.
4. Transaction support in Vision (SAP) as well as other systems used by the office:
  - Submitting various section's requests to the concerned acting unit for processing which include:
    - a) Invoices to the Finance Unit, using the Operations Service Center (OSC).
    - b) Budget allocation requests the Budget Unit
5. Under the support and guidance of the Deputy Representative, Operation, maintain an effective, accurate and up-to date database in VISION to process information efficiently by performing the following:
  - Request, create/update institutional/non-staff individual vendors upon request of the relative section
  - Ensure all vision rights for officer in Charge updated in the VISION.
  - Create and modify roles and access rights to users (assignment to positions, user de-provision and user re-provision)
  - Maintain Table of Authority up to date, and prepare the Delegation of Authority Letters for staff members on a yearly basis
6. Perform other duties as required.

#### IV. Impact of Results

Operations Assistants at the GS-5 level typically report to Deputy Representative, Operations, the scope of key results is limited to the organizational unit. The Operations Assistant provides support in the application of established rules and procedures as well as in typical, non-specialized support work. Key performance indicators include the timely and accurate performance of assigned activities.

#### V. Competencies and level of proficiency required

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- 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. Recruitment Qualifications

Education:	Completion of secondary education. Certification course in general administration or related courses is desired. Bachelor's degree in related area is an asset
Experience:	Minimum of 5 years of progressively responsible work experience in the area of general administrative/operations or related work is required.
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another UN working language is an asset.