



UNITED NATIONS CHILDREN'S FUND JOB PROFILE (JP)

I. Post Information

Job Title: **Administrative Assistant**
Organizational Unit: **3450**
Post Location : **Warsaw, Poland**

Job Level: **G-4**
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-4**

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-4 level** can be used in any UNICEF office, as the administrative focal point for a small unit that is not part of the office's administration section. The Administrative Assistant is accountable for communications, operational and secretarial support services to enhance the smooth running of the team and its workflow.

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 for the respective unit requiring full knowledge of UNICEF administrative procedures, processes and policies.

III. Key functions, accountabilities and related duties/tasks

Communications & Workflow

- Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
- Supports the management of 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.

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 & Transportation

- 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.
- 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 maintenance of travel plan and budgetary control records.
- Monitors travel certification and report back to the team.
- Provides reliable and safe driving for office staff, officials and visitors on need basis.
- Ensures due and timely maintenance of assigned vehicle.
- Ensures due maintenance of vehicles related information and documentation.
- Monitors and reconciles the vehicles related periodic reports on timely and quality manner.

Invoice Processing

- Responsible for collecting invoices and filing documents for approval and, thereafter processing in VISION as applicable.
- Uploads electronic files and verifies results to destination system.
- Responds to client transaction status and other inquiries.
- Ensures timely and accurate purchase card operations, including due filing and systems records keeping.

Supplies/Equipment

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

IV. Impact of Results

Administrative Assistants at the GS-4 level typically report to a senior professional staff member or to a team leader; therefore, the scope of key results is limited to the organizational unit. The Administrative 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.

In terms of communication, they are accountable for the exchange of routine, and less frequently non-routine, information with counterparts within UNICEF. Routine exchange of information outside of the team includes arranging travel and/or procurement and information technology support.

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

i) 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)

*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. Skills

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Good 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.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	<p>A minimum of 4 years of relevant administrative or clerical work experience is required.</p> <p>Professional driving experience required with valid driver's license for driving within Poland.</p>
Language Requirements:	Fluency in English and Polish is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.