

UNITED NATIONS CHILDREN'S FUND

GENERIC JOB PROFILE

I. Post Information

Job Title: **Administrative and Finance Assistant.**
 Supervisor Title/ Level: **Operations Officer, NOB**
 Organizational Unit: **Operations**
 Post Location: **UNICEF Costa Rica CO**

Job Level: **G-5**
 Job Profile No.:
 CCOG Code: 21
 Functional Code: ADM
 Job Classification Level: **G-5**
Temporary appointment for 12 months

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

This is a temporary position for 12 months for an Administrative and Finance Assistant, at the G-5 level, for the Costa Rica Country Office. The focus of this position will be to provide support for activities related to the transactional tasks related to the administration of the building of UN HOUSE in San José, Costa Rica.

Purpose for the job

The Administrative & Finance Assistant, GS5, is responsible for executing a broad variety of standardized administrative and financial tasks for the respective section(s) requiring thorough knowledge of UNICEF administrative and financial procedures, processes and policies.

In this capacity, the need to project the image of a credible and reliable service provider is imperative to quality of process delivery, and the impact of work directly reflects on the overall reputation of the team in terms of responsiveness to client needs and quality of process execution.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Invoice Processing
2. Support to Financial Control

3. Contracting of consultants and service providers

4. Supplies/Equipment

5. General Administrative Duties

1. Invoice Processing

- Responsible for collecting invoices and filing documents for approval and, thereafter processing in vision.
- Upload electronic files and verify results to destination system.
- Respond to client transaction status and other inquiries.

2. Support to Financial Control

- Maintain unit/work plans and budgets as well as offline financial status reports for Unit work plans.
- Monitor and advise budget owners on financial status of projects and potential over-expenditures and recommend possibilities for reallocation to ensure the optimum use available funds.
- Review and process payments in VISON related to utility payments, supplies, PO, advances and other payments. Check the requests have the necessary supporting documents, usually the original document, validity of the charge, they are certified by the staff responsible and are coded correctly. File the transactions and the related supporting documents regularly and share copies with relevant sections as required.
- Process budget revisions of Unit projects for approval of the Chief.
- Submit periodic financial reports for management oversight, monitoring and review and confirm availability of funds as required.
- Process requisitions and prepare payment vouchers for the unit.
- Provide relevant information for the response to audits.

3. Contracting of consultants or other service providers

- 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.
- Keeps vendor lists, partners, and consultant rosters up-to-date.
- Arrange for the purchase and timely distribution of supplies.

4. 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.

5. General Administrative Duties

- Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information.

IV. Impact of Results

The efficiency and effectiveness of support provided by the admin assistant ensures that a strong administrative platform is provided to the respective sections, which in turn affects the timely and accurate completion of the services provided by advisors and specialists in the team.

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

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)

VI. Recruitment Qualifications

Education:	Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of 5 years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in Spanish is required and Proficiency in English is desired. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

VII. Signatures- Job Description Certification

Name: Aykeen Garro	Signature 	Date 18-07-2024
Title: (Supervisor)		
Name: Yvette Blanco	Signature 	Date 23-07-2024
Title: Head of Office		