



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Executive Assistant (Child Protection Unit)
Position Number: #6420
Supervisor Title/ Level: Chief, Research on Child Rights & Protection (P5-#6477)
Organizational Unit: Office of Research-Innocenti
Post Location: Florence, Italy

Job Level: GS5
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

Job organizational context

The Office of Research-Innocenti is the dedicated research office of UNICEF. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programs of UNICEF and its partners. The office explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions.

Purpose for the job

Under the supervision of the Chief of Child Protection, the Executive Assistant (EA) is responsible for executing a broad variety of administrative, programme and logistical support functions for the respective section and more broadly to the Office of Research-Innocenti, requiring thorough knowledge of UNICEF administrative procedures, processes, policies, rules and regulations. The tasks assigned are expected to be carried out with a high level of independence.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities

OoR Section/team's:

- Administrative and secretarial support
- Contracting
- Budget Monitoring
- Travel
- Events and Conferences
- General office support

General Administrative Support

Provide general administrative, programme and logistical support to Section/team's activities ensuring compliance with UNICEF rules & regulations and established office procedures, prioritizing and carrying out administrative tasks independently. Keep regular communication with Supervisor and team members for updates and follow up on pending issues. Provide relevant information on applicable policies/procedures to support decision making, keeping abreast on updates.

Liaise with internal/external partners and the field and manage queries/refer to appropriate individuals as required. Act as VISION focal point for the unit regarding travel, contracts or attendance records. Create and maintain project files. Liaise with Communications/Publications Section for the production of the section's publications (writing, editing, translating, layout, printing and/or distribution).

Draft and coordinate correspondence in English and Italian and prepare a variety of materials related to section's work using Office software.

Keeps notes and action points from CR/CP section meetings and ensures the upkeep of the section's shared folders.

Support mid-year and annual planning processes as required.

Contracting

Provide support for Section/team's procurement of institutional/corporate and individual consultant services (Terms of Reference, solicitation documents, and support to selection processes and Notes for the Record) – including coordination for clearances with Ops team and submissions to the OoR Contracts Review Committee if needed. Support contract management, raising Purchase Orders in Vision, including uploading of relevant documentation (payments, evaluation and closures).

Support to Section/team's consultants: provide general information about team/office work arrangements, IT tools (shared and public drives/OneDrive/Vision), etc. to newly arrived consultants.

Coordinate with IT/Operations Section for supplies/equipment/software/setup of UNICEF account for the section as necessary.

Budget Monitoring

Support monitoring of Section/team's budget implementation, keeping track of expenditures, fund reservations and grants expiry. Provide periodic updates to Section Chief and flag any risks or actions for decision/follow up. Process information on Section budget allocations and commitments/payments. Provide assistance to Donor Reporting activities. Provide support for team's budget preparation, mid-year revision and year end closure.

Travel

Provide assistance to Section/team's staff/consultants on all aspects related to travel. Monitor/update section and individual projects travel plans and budgets. Arrange travel according to the organization's travel policy, liaise with travel agent to obtain best value for money, raise Travel requests in Vision, and provide assistance for visa/medical/vaccine/security requirements. After travel has taken place follow-up and process travel certification/expense claim and file travel reports in order for trips to be closed in the system.

Events and Conferences

Provide convening support to office-wide meetings and conferences including: setting up of meeting rooms and making logistical arrangements as needed (liaising with participants; liaise with caterers, hosts and other vendors; Liaise with budget focal point in operations on costs and needs; Prepare background materials for participants and upload cleared materials on shared drive; Prepare and maintain agendas on meetings and events, preparing logistic notes

Office Support

General support to any other Office of Research-Innocenti activities:

Coordinate with other Executive Assistants to provide admin/secretarial support for office-wide activities, assist other units on peaks of work and cover for colleagues in their absence as required.

Participate as a member of any of the Office of Research internal committees, boards or taskforces as needed.

Engage proactively in problem solving or suggest improvements.

IV. Impact of Results

The efficiency and effectiveness of support provided by the Executive Assistant ensures that a strong, timely and accurate administrative platform is provided to the respective sections, which in turn affects the implementation of the Office programmes and services by senior advisers and specialists in the team.

V. Competencies and level of proficiency required

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (I)
- Working with People (II)
- Drive for Results (I)

Functional Competencies:

- Analyzing (I)
- Learning & Researching (I)
- Planning and organizing (I)
- Following Instructions and Procedures (I)

VI. Recruitment Qualifications

Education:	Completion of secondary education, preferably supplemented by technical courses or university degree related to work of the organization is an asset.
Experience:	<ul style="list-style-type: none">• A minimum of 5 years of solid work experience in provision of administrative or clerical support services is required.• Working knowledge of UNICEF systems (SAP/VISION), policies and procedures is considered an asset.

	<ul style="list-style-type: none"> • Excellent knowledge and proficiency in the use of office standard computer applications (e.g., Word, Excel, PowerPoint, etc.) is required. • Strong writing, interpersonal and communication skills are required. • Non-Italian candidates must be able to legally live and work in Italy
Language Requirements:	<p>Fluency in English (verbal and written) and Italian is required.</p> <p>Knowledge of another official UN language is an asset.</p>