



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE**

I. Post Information

Job Title: **Operations Assistant**
Supervisor Title: **Deputy Rep. Operations**
Organizational Unit: **Operations**
Post Location: **UNICEF Country Office**

Job Level: **GS-5**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level: **GS-5**

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

Purpose for the job

Under the general supervision of the Deputy Representative Operations, the incumbent performs operations related functions in terms of providing assistance in the areas of administration, Human Resources, Supply&logistics, Finance and ICT; performs variety of information gathering, monitoring technical and administrative services and filling in support to Operations activities.

III. Key functions, accountabilities and related duties/tasks

1. Assists the Deputy Representative Operations in drafting periodic and statutory reports for submission to Regional Office or HQ as well as, evaluations and justifications, as required, on Operational issues;

2. Searches office files and records relating to a variety of topics for information and reference; assists the Deputy Representative Operations in preparation responses to address any queries required by Regional Office and HQ;
3. Organizes section meetings and takes minutes, circulate as required and ensures follow up on agreed actions and/or implementation of recommendations therein. Requisitions office supplies and equipment for Operations staff and monitor usage to ensure availability and timely request of the same;
4. Arranges appointments and maintain supervisor's calendar, receives visitors, places and screen telephone calls and answers queries with discretion;
5. Maintain section files and other office records. Ensures office internal policy and process, and internal control (ToA, VISION role mappings) documents are filed for easy retrieval;
6. Monitors Management Indicators dashboard (operations components), and circulate reports periodically to concerned units.
7. Performs other duties, as required;

IV. Impact of Results

Failure to correctly interpret and follow rules and procedures could result in duplication of work and loss of time. Lack of follow-up on assigned responsibilities and delays in meeting commitments would adversely impact the efficiency of Operations work.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (I) ▪ Working with People (II) ▪ Drive for Results (I) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Analyzing (I) ▪ Learning & Researching (I) ▪ Planning & Organizing (I) ▪ Following Instructions and Procedures (I)
---	---

VI. Recruitment Qualifications

Education:	Completion of secondary education; proven shorthand and typing ability; thorough knowledge of modern office procedures; ability to operate word-processing equipment may be required; good skills in web navigation, and usage of web-based database and SharePoint.
Experience:	Five years of secretarial experience or experience in related areas such as administrative, clerical, reporting activities etc. Experience with UN is considered as an asset
Language Requirements:	Fluency in French and working knowledge of English is required.

