

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

JOB TITLE: Sr. Administrative Services Associate/Sr. Administrative Associate JOB LEVEL: G7 REPORTS TO: Chief of Operations or Administrative Management Services/Head of large Sub office LOCATION: Field	JOB PROFILE NO.: _____ CCOG CODE: _____ 2.A.12 _____ FUNCTIONAL CODE: _____ ADM _____ JOB CLASSIFICATION _____
PURPOSE OF THE JOB <p>Under the direct supervision of the Chief of Operations/Operation Manager undertakes administrative management support services in a country or sub-country office, the incumbent assists in ensuring efficient and cost effective administrative support services, providing guidance to administrative staff as well and supporting staff in office administrative assignments. Ensures the office's administrative operations and services are in compliance with the organization's administrative policy, procedures, rules and regulations.</p>	
KEY END-RESULTS <ol style="list-style-type: none"> 1. <u>Appropriate and consistent interpretation and application of administrative policy and procedures timely implemented to support operations at the country or sub-country levels.</u> 2. <u>The budget preparation and implementation are properly administered in the area of administrative management and services.</u> 3. <u>Operations of delivery of administrative support services are timely and effectively provided, and security arrangements are well established for enhanced safety and security.</u> 4. <u>Property management of administrative supplies, office equipment, vehicles and other properties is effectively performed.</u> 5. <u>All administrative transactions and arrangements of contracts satisfy the requirements as stipulated and are in compliance with the applicable policies, procedures, rules and regulations.</u> 6. <u>Staff capacity is enhanced through active staff learning/development programmes in the area of administrative support and services.</u> 7. <u>Effective working relations are maintained with other agencies, local authorities and implementing partners.</u> 8. <u>Any other assigned administrative support responsibilities and services are effectively carried out and delivered.</u> 	
KEY ACCOUNTABILITIES and DUTIES & TASKS <p><i>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.</i></p> <ol style="list-style-type: none"> 1. <u>Appropriate and consistent interpretation and application of administrative policy and procedures timely implemented to support operations at the country or sub-country levels.</u> <p>Provides practical input on implementation of administrative guidelines, in close coordination with the head of office, operation staff/ supervisor.</p> <p>Supports supervisor and the head of the office, and updates staff on administrative policies, procedures rules and regulation. Implements the appropriate application and interpretation of administrative rules, regulations, policies and procedures. Briefs and assists arriving and departing staff on basic administrative</p> 	

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procedures and requirements.

Contributes to recommendations on the improvement of internal controls systems taking into account the prevailing conditions in the locality.

Keeps supervisor abreast of potential problem areas, prepares reports on administrative matters as required.

Provides administrative support and services to sub-country (zone) offices and out postings, where applicable, including preparation and funding of service contracts, preparations of PGMs for all admin supplies and guidance on administrative procedures.

2. The budget preparation and implementation are properly administered in the area of administrative management and services.

Assists supervisor in preparing estimates on office premises, supplies and equipment requirements for budget preparation purposes. Assists zone offices in the establishment and maintenance of administrative services and the administrative budget.

3. Operations of delivery of administrative support services are timely and effectively provided, and security arrangements are well established for enhanced safety and security.

Assists Chief Operations and/or Chief of Field offices in the establishment and maintenance security arrangements and related administrative services.

4. Property management of administrative supplies assistance ensures, office equipment, vehicles and other properties is effectively maintained

Supports management of administrative supplies, office equipment and vehicles, updating inventory of items, serving as ex-officio member to the Property Survey Board where applicable. Assists supervisor in Property Survey Board submissions, preparing minutes of meetings. Assists supervisor in executing PSB recommendations approved by the Head of Office.

Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards,

5. All administrative transactions and arrangements of contracts satisfy the requirements as stipulated and are in compliance with the applicable policies, procedures, rules and regulations.

Ensures that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations.

Contributes to the reviews of contractual arrangements related to administrative support (i.e. courier, premises maintenance, ancillary administrative support, vehicle maintenance, equipment maintenance etc.) to ensure that the terms and conditions of all contracts are being adhered to by providers of goods and services. Proposes to supervisor any changes that may be required.

Monitors payments against contractual obligations.

6. Staff learning and development

Develops training activities to ensure effective performance and efficiency in admin services management. Implements effective staff learning and development programme activities for capacity building. Contributes to workshops for staff's competency building, staff learning and development, career development.

7. Partnership, coordination and collaboration

Support effective working relations with other agencies, local authorities and implementing partners on issues relating to administrative matters through information exchange, collaboration, and harmonization. Cooperates with other UN agency counterparts in the UN reform initiatives (including common services and premises agenda, etc.).

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8. Performs any other duties and responsibilities assigned as required.

JOB GRADE FACTORS ¹

- Provides accurate administrative services information, interpretation and application at the country level, based on the technical knowledge of UNICEF's administrative policy, procedures, rules and regulations.
- Decides on the appropriate application and interpretation of administrative rules, regulations, and procedures.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

Completion of Secondary School, University level courses in administration, finance, or any other related field of discipline relevant to the job is an asset.

2. Work Experience

7 years of relevant professional work experience with both national and International work experience in office management, administration, finance, accounting, ICT, human resources, supply or any other relevant function.

Work experience in emergency duty station.

3. Language Proficiency

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)

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- 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.

5. Technical Knowledge² [I]

a) Common Technical Knowledge Required (for the job group) [I]

- Principles of office management, operations management, programme management and administration
IT Skills and working knowledge of UNICEF SAP/HR, WEB HRIS, MICROSOFT – Excel, PowerPoint and Word software.
- Administrative service management's goals, visions, positions, policies, and strategies
- Supply operations, logistics and purchasing administration
- Rights-based and Results-based management
- UNICEF emergency programme policies, goals, strategies, approaches and procedures

b) Specific Technical Knowledge Required (for the job) [I]

(Technical knowledge requirements specific to the job can be added here as required.)

- UNICEF administrative service management's policies, procedures and guidelines in the manual as relevant, in the context of the country situations and conditions of work.
- UNICEF Mid-Term Strategic Plan (MTSP) as it relates to administrative service management in the context of the country situations and conditions of service.

c) Technical Knowledge to be Acquired/Enhanced (for the Job) [I]

- UN policies and strategy to address issues in harmonization of administrative service management and operations in the common system..
- UNICEF positions about UN common approaches to administrative service management and operations issues.
- UN security guidelines.
- Government regulations and laws in the locality pertinent to administrative service

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.