



**UNITED NATIONS CHILDREN'S FUND  
GENERIC JOB PROFILE (GJP)**

**I. Post Information**

Job Title: **Executive Officer**  
Supervisor Title/ Level: **Representative, D1**  
Organizational Unit: **UNICEF Representation Office**  
Post Location: **Ouagadougou/Burkina Faso Country Office**

Job Level: **NO-2**  
Job Profile No.: **130087**  
CCOG Code: **1A12**  
Functional Code: **ADM**  
Job Classification Level: **NO-2**

**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 Executive Officer at the NO-2 level is to be used in any UNICEF office, generally reporting to the head of office.

Positions at the NO-2 level are considered as supportive roles to higher level professionals that are centered on providing research, analysis and recommendations on a broad range of functions. Therefore, while these positions contribute substantively to organization-wide strategies, they should also be considered as opportunities for incumbents to acquire professional expertise, organizational knowledge and exposure for further career advancement.

**Purpose for the job:**

The incumbent is responsible for supporting the coordination, management and planning activities in a systematic and organized manner; managing an effective system for incoming information, including correspondence, decision memos and other institutional documents that together constitute an important part of the organisation's archive; and lastly, drafting the work plans, annual reports, correspondence and other planning documents pertaining to the goals of the team.

### **III. Key functions, accountabilities and related duties/tasks:**

#### **▪ Support to office priority setting and decision making**

- Assist in managing the flow of information to the supervisor, in identifying priority matters that need to be urgently addressed by the supervisor and in proposing actions; analyze supporting documentation and summarize most relevant points for the supervisor; contribute to ensuring that appropriate action is taken by responsible section/division heads on matters brought to the attention of the supervisor.
- Confer with section/division Heads to secure timely and authoritative information relevant to matters requiring action, decisions or approval of the supervisor.
- Ensure that the supervisor is prepared for meetings and missions by drafting talking points and by researching relevant information; and by establishing contacts (within and outside UNICEF) on the subject matters to be discussed.
- Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.
- Contribute to coordinating drafts of position papers and other documents relevant to the activities of the office.
- Ensure that high-level visitors are appropriately addressed, that they receive background information as necessary, and that protocol is respected.
- Develop and maintain a monitoring system to store, retrieve and track critical correspondence, decisions, memoranda and other documents of the office.

#### **▪ Support to office planning and operations**

- Research, collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing annual work-plans.
- Collect, draft and/or organize materials and related documentations for office strategies to ensure optimum impact, scale and sustainability of achievements/results.
- Assess and/or recommend appropriate information and materials for office initiatives verifying accuracy and quality for dissemination.

#### **Support to events, meetings and conferences**

- Prepares, distributes and maintains office event calendars ensuring key organisational and partner events, priorities and deadlines are reflected and updated as required.
- Contribute to preparations of logistics for events involving senior management participation. By participating in such meetings, follow up on the implementation of recommendations and actions by the relevant offices.
- Coordinate preparation of background documents and material for these meetings

### **IV. Impact of Results**

The effective delivery of the above tasks ensures that the supervisor is provided support by

managing the flow of information and communications, prioritizing and highlighting issues that need addressing.

The Executive Officer liaises with colleagues within the same office, at HQ, and in the field, on matters of non-routine significance in order to prepare documents for the supervisor and manage the flow of information.

Regular contacts with external parties, including UN office, donors and International organizations, are made to provide the supervisor's contacts with background information on relevant topics prior to meetings, to respond queries on behalf of the supervisor at his/her discretion and to obtain assistance of others on matters of relevant to the office.

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

### **i) Core Values**

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

### **ii) 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**

- Proven drafting and editing skills
- Excellent communication skills
- A proven ability to act with discretion and diplomacy is essential for this function.
- High standards of integrity and confidentiality.
- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Strong analytical skills, drive for results, as well as planning and organizing skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships.
- Ability to work proactively and with minimal supervision, following instructions,

procedures and policies, and keeps to schedules delivering work on time.

- Excellent time management skills to deal with conflicting and urgent priorities.
- Good knowledge of standard office software and tools.

## **VI. Recruitment Qualifications**

Education:	A university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.
Experience:	A minimum of two years of relevant professional work experience in external relations, public affairs or international development cooperation, preferably within the UN, or in a government institution, NGO  Prior experience of working in coordination, planning, or in an executive office will be an asset.
Language Requirements:	Fluency in French and English is required. Knowledge of a local language is an asset.