

VACANCY ANNOUNCEMENT

TA ADMINISTRATIVE ASSISTANT, GS5, YAOUNDE, CAMEROON

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child,

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

How can you make a difference?

1- Travel

- Provides travel assistance to staff in section for travel arrangements and entitlements based on the organizational's rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, documentation procedures.
- Extracts, inputs, maintains and verifies correctness of travel records in the organizational's travel system to ensure accurate transactions related to travel costs and staff travel
- Assist in the preparation of budgets on travel costs and maintain travel budgetary control records.

2- 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.
- 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 office supplies.

3- Events and Conferences

- Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.
- Arranges times through liaising with participants over availability.
- Liaises with budget focal points and section over costs and needs.
- Prepares background materials for participants and uploads cleared materials in the intranet.
- Prepares and maintains agendas on meeting and events related to the work group commitments.

4- Property management, office equipment, vehicles

- Supports management of administrative supplies, office equipment and vehicles, updating inventory of items.
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- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.

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
- Maintain attendance records / act as a leave focal point.
- Monitor the utilization of all financial input requisitions and report to the supervisor for necessary adjustments (over-utilization, shortage of funds, etc.)
 Familiarize with programme monitoring related instructions/tools and report to supervisor for significant changes

To qualify as an advocate for every child you will have...

- Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
- A minimum of 5 years of progressively responsible administrative or clerical work experience is required.
- For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace additional two years.
- Fluency in French and Knowledge of English language.

Skills:

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff.