



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Administrative Associate**
Organizational Unit: **Operations Section**
Post Location : **Burundi, Bujumbura**

Job Level: **G-6**
Job Profile No.:
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-6**

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 Administrative Associate at the **G-6 level** can be used in any UNICEF office, as the administrative focal point for a section that is not part of the office's administration section. The Administrative Associate is accountable for both specialized and procedural communications, operational and administrative support services.

*It is worth noting that this GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. Therefore, if this is the case, this can be made clear in teamwork plans as well as individual performance plans. However, for the incumbent to meet the G-6 level of accountability, one, or a combination of the functions highlighted as "specialized" **should** encompass most of their overall time.*

To fairly allocate the number of administrative associates assigned to each team in an office, careful consideration is to be taken with regards to volume of throughput e.g.:

- *size of overall team*
- *size of budget*

- *amount of travel within the teams*
- *amount of consultant and institutional contracting and subsequent submissions to the contracts review committee (CRC)*

Purpose for the job:

Under the supervision and guidance of the supervisor, the Administrative Associate is responsible for executing a broad variety of procedural and specialized administrative tasks for the respective section requiring in-depth knowledge of UNICEF administrative procedures, processes and policies.

III. Key functions, accountabilities and related duties/tasks

Assistance in the Management of Office Premises and Assets

- Contributes to ensuring the safekeeping of annual physical inventory, prepares reports, including cost analysis, and recommends replacement/disposal of equipment, assets and supplies.
- Monitors and supervises adequate and appropriate use of supplies.
- Ensures that services and maintenance of premises are in accordance with organizational standards.
- Reconciles physical inventory data with office records to ensure inventory taken is complete and identifies discrepancies for corrective action. Prepares annual reports on subjects.
- Maintenance of office store and storage
- Assists in all matters related to the implementation of security-related measures and maintenance of office premises.

Participate in the Management of Admin related Service Contracts and the Petty Cash

- Monitors lease agreements, office related services contracts (security guards, office, cleaning services, etc.) and timely alerts the Admin Officer for necessary actions.
- Follow up daily the services rendered by service providers and ensure services are rendered satisfactorily (Office cleaning services, generator maintenance and repair, security guards etc.).
- Ensures un-interrupted supply of utilities e.g. electricity and water to the premises for and drinking water in the premises.
- Reviews and certifies invoices related to administration service contracts and initiates payments.
- Responsible for the petty cash and complies with all the organization's requirements on the matter, including obtaining the necessary authorizations prior to disbursing funds, ensuring that funds are disbursed only for eligible expenditures and according to the petty cash limits, etc, and preparing timely reports as appropriate.

Assist in the Effective Coordination of Transport Services & Travel

- Assist the Administrative Officer in the transport services by ensuring a schedule for the use of vehicles in conjunction with the transport assistant & support the transport assistant in supervising drivers.
- Reviews reports on the use of Fuel, mileage, driver overtime records, and maintenance services.
- Assist the Administrative Officer in the travel services by supporting the travel assistant in handling travel arrangements and entitlements based on the organization's rules and policies. Assists with Travel Authorizations related issued in VISION/FIORI and with Security clearance requests when required.
- Assist the Administrative Officer in briefing/de-briefing staff members on issues relating to related administrative matters such as visas, security clearance, and documentation procedures.
- Extracts, inputs, maintains, and verifies correctness of travel records in the organization's travel

system to ensure accurate transactions related to travel costs and staff travel.

Communications & Workflow

- Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
- Manages incoming and outgoing correspondence, e-mails and telephone calls.
- Communicates routine and some non-routine information pertaining to the work of the team.
- Establishes and maintains the office filing and reference systems, both traditional and digital; and ensures the inter/intra-net websites are up to date and accurate.

Calendar/Meetings/Correspondence Management

- Maintains office calendar and arranges meetings.
- Takes minutes of meetings, ensuring accuracy, attention to detail and coherence.

Events/Logistics

- 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 on the intranet.
- Prepares and maintains agendas on meetings and events related to the work group commitments.

Budget Preparation and Invoice Processing

- Participate in the preparation of Administration annual budget.
- Responsible for collecting invoices and filing documents for approval and, thereafter processing in VISION.
- Uploads electronic files and verifies results to destination system.
- Responds to client transaction status and other inquiries.

Attendance

- Assist in maintaining and updating a system which monitors the absence of staff.

Perform any other office activity as instructed by the supervisor.

IV. Impact of Results

In addition to the impact at the GS-5 level, a G-6 staff member is predominantly accountable for applying a broad range of specialized administrative rules and procedures in the coordination of administrative support to the team served. Efficiently initiating, monitoring and ensuring the provision of administrative services allows the professional staff of the organization to focus on substantive core work. This may include supervisory responsibilities with accountability for the work of administrative

assistants, temporary staff and/or consultants.

Administrative Associates represent the supervisor in initiating, following up on and resolving issues pertaining to administrative requests. External contacts include counterparts in international organizations, bi-lateral and multi-lateral institutions and national governments to organize meetings, workshops and conferences. Communications involve the exchange of information across the UNICEF at the most senior levels and externally to governing body representatives.

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 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)
- 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

- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- In-depth knowledge of UNICEF organizational structure, administrative policies and procedures.

- 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.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	A minimum of 6 years of relevant administrative or clerical work experience is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.