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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** | |
| Job Title: **Executive Associate**  Supervisor Title/ Level: **Head of Office P5**  Organizational Unit: **Office of the Representative**  Post Location: **Botswana Country Office** | Job Level: **G-6**  Job Profile No.:  CCOG Code: **2A12**  Functional Code: **ADM**  Job Classification Level: **G-6** |

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| 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.   |  | | --- | | Under the supervision of a head of office, the Executive Associate is accountable for procedural communications, operations and administrative support services, as well as specialized administrative functions, to enhance the smooth running of the supervisor’s day-to day activities, as well as his/her section. Executive Associates also represent the supervisor in initiating, following up on and resolving issues pertaining to administrative requests. | |

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| III. Key functions, accountabilities and related duties/tasks: |
| **Summary of key functions/accountabilities:**   * Communications Support * Administrative Support * Operations Support   **COMMUNICATIONS SUPPORT:**   * On behalf of supervisor, manage incoming and outgoing correspondence, e-mails and telephone calls. * Communicate sensitive information to higher level managers. * Provide routine information pertaining to the work of the division/office. * Draft responses to written inquiries on routine questions. Drafting and/or processing a variety of correspondence and other communications * Coordinate responses to sensitive inquiries. * Follow up on established deadlines and ensuring timely submissions by staff of reports, correspondence and other documents. * Assist in developing press packages and maintaining an updated list of media contacts as well as distribution list for UNICEF publications. Responsible for distribution of press releases to media contacts and other publications to distribution list contacts. * Provide admin support to the communication unit and manage branding material * Organizes high-level meetings including taking responsibility for finalization of the meeting agenda, invitations, the production and distribution of documentation, and preparation of minutes of meetings. Distribute meeting reports and information and ensure follows-up on required actions.   **ADMINISTRATIVE SUPPORT:**   * Maintain the supervisor’s calendar and arrange meetings. Scheduling appointments and meetings * Undertake travel arrangements for the office, in relation to flight booking, liaising with travel agents as applicable. * Organize official travel on behalf of supervisor, including arranging itinerary, visas, and hotel reservations. * Preparing briefing materials for official trips or meetings. * Prepare documentation for the supervisor’s signature reviewing for style, factual and grammatical accuracy. * Organizes and facilitates the administrative work of the office including establishing internal procedures and tracking systems for statutory committees and complex sensitive subject matters.   **OPERATIONS SUPPORT:**   * Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts. * Supports management of administrative supplies, office equipment, and updating the inventory of items. * Maintain up-to-date vendor lists, partners, and consultant rosters. |

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| IV. Impact of Results: |
| In addition to the impact at the GS-6 level, s/he is accountable for applying a broad range of specialized administrative rules and procedures in the coordination of administrative support to the senior staff member and his/her section served. In addition, they represent the supervisor in communications involving the exchange of non-routine information, coordinating and following up on deadlines as well as establishing and maintaining communications with counterparts within UNICEF and partner organizations. Efficiently initiating, monitoring and ensuring provision of such services allows the supervisor to focus on substantive core work. |

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| **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. |

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| VI. Skills |
| * Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required. * Thorough knowledge of UNICEF’s 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. |

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| 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 six 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. |