



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Executive Assistant**
Supervisor Title/ Level: **Deputy Head of Office P5**
Organizational Unit: **Program**
Post Location: **Bujumbura, Burundi**

Job Level: **G-5**
Job Profile No.:
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-5**

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 deputy head of office, the Executive Assistant is accountable for communications, operations and administrative support services to enhance the smooth running of the supervisor's day-to-day activities. Executive Assistants also represent the supervisor in initiating, following up on and resolving issues pertaining to administrative requests.

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.

Coordinate responses to sensitive inquiries.

Prepare briefing materials for official trips or meetings.

Follow up on established deadlines and ensuring timely submissions by staff on reports, correspondence and other documents.

ADMINISTRATIVE SUPPORT:

Maintain the supervisor's calendar and arrange meetings.

Organize official travel on behalf of supervisor.

Prepare documentation for the supervisor's signature reviewing for style, factual and grammatical accuracy.

OPERATIONS SUPPORT:

Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.

Maintains and updates a system which monitors the absence of staff.

Supports management of administrative supplies, office equipment, and updating the inventory of items.

IV. Impact of Results:

Executive Assistants at the GS-5 level typically report to a head/deputy head of office; therefore, the scope of key results extends beyond small, discrete teams to impact support services of larger, more complex organizational structures. S/He supports the supervisor in the compilation and coordination of work products, ensuring deadlines are met and that established rules and procedures are followed. The work is standardized, yet the incumbent must apply a good knowledge of guidelines to operationally support the supervisor. In addition, they represent the supervisor in communications with counterparts within UNICEF and in partner organizations. Efficiently initiating, monitoring and ensuring provision of such services allows the supervisor to focus on substantive core work.

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.
- Good knowledge of UNICEF 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 five years of relevant 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.
Language Requirements:	Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.