



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Administrative Associate (Budget)**

Supervisor Title/ Level: **Resource**

Mobilization Manager, NO-D

Organizational Unit: **Resource Mobilization - PFP**

Post Location: **Buenos Aires**

Job Level: GS6

Job Profile No.: **ARG 21015**

Reason for Classification: **Establish New Post**

Approved by HoO and Org Chart included.

Functional Code: **ADM**

ICSC CCOG Code: **2A12**

Job Classification Level: **G-6 at 82nd percentile**

Classified by: **Nuriel Cedeno, Sr. HR Associate, LACRO**

Date: **05/05/2021**

II. Strategic office 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, in operations and its fundraising efforts. 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.

Strategic office context

Over the past years and due to different internal (growing of the PFP team) and external factors (limitation of investment funds, PCI compliance, recurrent economic crisis, new competitors) the PFP administrative tasks have gained complexity and volume, particularly on aspects related with budget planning and monitoring.

Purpose for the job:

Under the supervision of Resource Mobilization Manager, NO-D, the Administrative Associate (Budget) GS6 will be responsible for executing a broad variety of procedural and specialized administrative tasks for PFP, requiring in-depth knowledge of UNICEF administrative procedures, processes and policies and ensuring compliance with UNICEF rules and regulations.

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

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Budget monitoring.

- Monitors budgets and financial expenditures of section, ensuring compliance with UNICEF rules and regulations, keeping supervisor informed and advised on actions for decision/follow up.
- Provides support on budget revision/preparation, implementation status, determination position of funding utilization, operational, and financial closure.
- Prepares and maintains records, documents and control plans for the budget monitoring of project/programme implementation.
- Carries out transactions in VISION pertaining to grants for his/her section such as registering grant allotments and tracking expiring programme grants.

2. All administrative transactions and arrangements of contracts satisfy the requirements as stipulated and are in compliance with the applicable policies, procedures, rules and regulations.

- 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.
- Reviews contractual terms and conditions of PFP contracts to check adherence to UNICEF rules by suppliers.
- Proposes contract alternatives according with the identified needs.
- Coordinates and certifies payments against contractual obligations.

3. PFP income transactions are timely and properly registered and managed

- Ensures that all income transactions are properly registered in administrative and financial systems and bank accounts in accordance with the established procedures.
- Monitors the income allocation processes.
- Provides support for the preparation of the CO Income Allocation Chart.
- Ensures that PFP income reconciliations are timely and accurately performed.

4. Administrative policies and procedures timely implemented to support PFP operations.

- Provides practical inputs on implementation of administrative guidelines, in close coordination with the Operations section.

- Implements administrative rules, regulations, policies and procedures.
- Validates interpretation of rules with the Operations Section.
- Contributes with the improvement of PFP income and expenditures controls systems, taking into account the local prevailing conditions.

5. Support PFP area in implementation of administrative processes

- Prepares required information and supports the Resource Mobilization Manager and PFP areas on the implementation of administrative processes.
- Prepares regular and ad-hoc reports.
- Keeps supervisor and PFP specialists abreast of potential problems, prepares reports on administrative and technical matters when required.
- Liases with Regional and HQ PFP Administrative sections.

IV. Key End-Results

- 1) Monitoring of budgets and financial expenditures of PFP, identifying problems and proposing solutions and improvements to process delivery.
- 2) Processing of administrative transactions and contracts satisfying the stipulated requirements.
- 3) Register and management of PFP income in a timely and proper manner.
- 4) Interpretation and appliance of administrative policy and procedures to support the PFP teams and any other assigned administrative responsibility effectively.
- 5) Supporting the PFP team members in the correct implementation of the different administrative processes.

V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies

- 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)

Functional Competencies:

- Following Instruction and Procedures (L2)
- Analyzing (L2)
- Planning & Organizing (L2)
- Applying Technical Expertise (L2)

VI. Recruitment Qualifications	
Education:	Completion of secondary education is required. Technical and/or University level courses in administration, finance, or any other related field of discipline relevant to the job is an asset.
Experience:	A minimum of 6 years of relevant work experience in administration, finance, accounting, ICT, supply or any other relevant function.
Language Requirements:	Fluency in English and Spanish required.