



**UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)**

I. Post Information

Job Title: **Executive Associate**
Supervisor Title/ Level: **Head of Office D2**
Organizational Unit: **Representative's Office**
Post Location: **Dhaka**

Job Level: **G-6**
Job Profile No.: **15224**
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.

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. For this role, strong English writing and organizational skills will be considered an asset.

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

Summary of key functions/accountabilities:

- Communications Support

- Administrative Support
- Operations Support
- Budget Monitoring Support
- Procurement 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.
- Follow up on established deadlines and ensuring timely submissions by staff of reports, correspondence and other documents.

ADMINISTRATIVE SUPPORT:

- Maintain the supervisor's calendar and arrange meetings.
- Organize official travel on behalf of supervisor.
- Preparing briefing materials for official trips or meetings.
- 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.

BUDGET MONITORING SUPPORT:

- Provides support on budget revision/preparation, implementation status, determination position of funding utilization, operational, and financial closure.
- 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.
- Prepares and maintains records, documents and control plans for the 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.

PROCUREMENT SUPPORT:

- Guide managers in the process of PCA/SSAs in line with the policies and guidance issued by FRG, SD and DHR.
- Facilitate 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.
- Maintain up-to-date vendor lists, partners, and consultant rosters.

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.

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.
- 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.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	<p>A minimum of six years of relevant administrative or clerical work experience is required.</p> <p>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</p>
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.

Child Safeguarding Certification
(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.