

Terms of Reference

Executive Officer, NO-B, Ouagadougou, Burkina Faso, TA

I. Post Information	
Job Title: Executive Officer NO-B, Supervisor Title/ Level: Representative, D1 Organizational Unit: Office of the Representative Post Location: Ouagadougou, Burkina Faso	Post status: Temporary Appointment Duration: 9 months Start date: April 2024

II. Organizational Context and Purpose for the job
<p>UNICEF is a leading humanitarian and development agency working globally for the rights of every child. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle: pre-natal care for healthy births, clean water and sanitation, health care and education. UNICEF has spent nearly 70 years working to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence whose goal is to produce results and monitor their effects. UNICEF also lobbies and partners with leaders, thinkers, and policy makers to help all children realize their rights—especially the most disadvantaged.</p> <p>Positions at the NO2 level are considered as supportive roles to higher level professionals that are centered on providing research, analysis, and recommendations on a broad range of functions. Therefore, while these positions contribute substantively to organization-wide strategies, they should also be considered as opportunities for incumbents to acquire professional expertise, organizational knowledge, and exposure for further career advancement.</p> <p><u>Purpose of the position:</u> The Executive Officer reports to the Representative for close guidance and supervision. The incumbent is responsible for supporting the coordination, management, and planning activities in a systematic and organized manner; managing an effective system for incoming information, including correspondence, decision memos and other institutional documents that together constitute an important part of the organization's archive; and lastly, drafting the work plans, annual reports, correspondence, and other planning documents pertaining to the goals of the team.</p>

III. Main duties and responsibilities:

1. Support to office priority setting and decision making

- Assist in managing the flow of information to the supervisor, in identifying priority matters that need to be urgently addressed by the supervisor and in proposing actions; analyze supporting documentation and summarize most relevant points for the supervisor; contribute to ensuring that appropriate action is taken by responsible section/division heads on matters brought to the attention of the supervisor.
- Confer with section Heads to secure timely and authoritative information relevant to matters requiring action, decisions, or approval of the supervisor.
- Ensure that the supervisor is prepared for meetings and missions by drafting talking points and by researching relevant information; and by establishing contacts (within and outside UNICEF) on the subject matters to be discussed.
- Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.
- Contribute to coordinating drafts of position papers and other documents relevant to the activities of the office.
- Ensure that high-level visitors are appropriately addressed, that they receive background information as necessary, and that protocol is respected.
- Develop and maintain a monitoring system to store, retrieve and track critical correspondence, decisions, memoranda, and other documents of the office.

2. Support to office planning and operations

- Research, collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing annual work-plans.
- Collect, draft and/or organize materials and related documentations for office strategies to ensure optimum impact, scale, and sustainability of achievements/results.
- Assess and/or recommend appropriate information and materials for office initiatives verifying accuracy and quality for dissemination.

3. Support to events, meetings, and conferences

- Prepares, distributes, and maintains office event calendars ensuring key organisational and partner events, priorities and deadlines are reflected and updated as required.
- Contribute to preparations of logistics for events involving senior management participation. By participating in such meetings, follow up on the implementation of recommendations and actions by the relevant offices.
- Coordinate preparation of background documents and material for these meetings

IV. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

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)

Skills

- Proven drafting and editing skills.
- Excellent communication skills.
- A proven ability to act with discretion and diplomacy is essential for this function.
- High standards of integrity and confidentiality.
- Proven ability to work effectively and efficiently as a team, coping with pressure and setbacks, as well as responding and adapting to change.
- Strong analytical skills, drive for results, as well as planning and organizing skills.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships.
- Ability to work proactively and with minimal supervision, following instructions, procedures, and policies, and keeps to schedules delivering work on time.
- Excellent time management skills to deal with conflicting and urgent priorities.
- Good knowledge of standard office software and tools.

V. Recruitment Qualifications

- A university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.
- A minimum of two years of relevant professional work experience in external relations, public affairs, or international development cooperation, preferably within the UN, or in a government institution, NGO
- Prior experience of working in coordination, planning, or in an executive office will be an asset.
- Fluency in French and good working knowledge of English is required.