

UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Administrative Assistant, 43606**

Supervisor Title/ Level: **Administrative Specialist, NO3, 99225**

Organizational Unit: **Admin. Services Unit**

Post Location: **Nay Pyi Taw, Myanmar**

Job Level: **G-5**

Job Profile No.:

CCOG Code:

Functional Code:

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.

Job organizational context

The Administrative Assistant, at the G-5 level, will be based in Nay Pyi Taw covering a broad range of administrative functions.

Purpose for the job

Under the general supervision of Administrative Specialist serves as a key player responsible for general administrative tasks.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Consolidate the Supply Plan for Office Supplies and Equipment and raise requisitions for the goods and services office use utilizing operating budget in VISION.
2. Process the administrative related payments and serve as Focal Person for Admin. Unit to interact with Global Shared Service Center.
3. Assist importation of personal effects for the international staff assigned to the country and exportation of personal effects of staff who completed the assignment with country office.

4. Serve as a custodian for petty cash for small value of administrative transactions by making sure relevant chargeable code and correct General Ledger code. The petty cash vouchers are disbursed and timely replenishment of petty cash.
5. Create Asset Master Record (AMR) for assets and attractive items procured by country office and maintain AMR with required accurately.
6. Supervise the Receptionist to ensure smooth communication on internal and external parties.

IV. Impact of Results

The efficiency and effectiveness of support provided by the admin assistant ensures that a strong administrative platform is provided to the respective sections, which in turn affects the timely and accurate completion of the services provided by advisors and specialists in the team.

V. 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)

Functional Competencies:

- Analyzing (I)
- Learning & Researching (I)
- Planning and organizing (I)
- Following Instructions and Procedures (I)

VI. Recruitment Qualifications

Education:

Completion of secondary education, preferably university graduate supplemented by technical courses related to the work of the organization.

Experience:

A minimum of 4 years of progressively responsible administrative or clerical work experience is required.

Language Requirements:	Fluency in English and local language of the duty station is required.
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