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

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| **I. Post Information** | |
| Job Title: **Administrative Assistant**  Organizational Unit: **Operations Cox’s Bazar.**  Post Location: **Cox’s Bazar Field Office.** | Job Level: **G-5**  Job Profile No.:  CCOG Code: **2A12**  Functional Code: **ADM**  Job Classification Level: **G-5** |

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| 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 Generic Job Profile for the Administrative Assistant at the **G-5 level** can be used in any UNICEF office, as the administrative focal point for a section that is outside of the office’s administrative section. The Administrative Assistant is accountable for procedural and some specialized communications, operational and administrative support services.  *To fairly allocate the number of administrative assistants assigned to each team, careful consideration is to be taken with regards to the volume throughput e.g.:*  *- size of overall team*  *- size of budget*  *- amount of travel within the teams*  *- amount of consultant and institutional contracting and subsequent submissions to the contracts review committee (CRC)*  **Purpose for the job**:  Under the supervision and guidance of the Administrative Officer NOA, the Administrative Assistant is responsible for executing a broad variety of routine tasks as well as some specialized tasks within UNICEF Cox’s Bazaar field office, e.g. covering Petty Cash management, Office stores management, shopping/low value procurement of Admin related supplies and services relating to office cleaning, general office maintenance, furniture and office equipment maintenance. Acting as an interface for operations functions with key government departments such as DC’s Office, RRRC Office etc. in support of Rohingya emergency response and host community programme implementation. For effective performance of duties under this post, the incumbent will require to have thorough knowledge of UNICEF administrative procedures, processes and policies. |
| III. Key functions, accountabilities and related duties/tasks |
| 1. **Managing office petty cash and incoming invoice registered.**   Petty Cash functions:   * Receive office petty cash amount from Bank and ensured safe storage in the office safe. * Disburse cash based on the approved petty cash claim forms to the requestor. * As office Petty Cash custodian ensure that the office has adequate cash to support low-value procurement and submit petty replenishments request on a timely basis and coordinate with the UNICEF Bangladesh Country Office (BCO) in Dhaka for the update of replenishment. * Submit Petty Cash replenishment request to BCO based on petty cash reconciliation exercise. * Support and comply with surprise petty cash counts as required by UNICEF rules and conducted by either the finance officer of Operations Manager.   Activities for Incoming invoice registered:   * Monitoring incoming invoices and VAT documents through the delegated [bancosinvoices@unicef.org](mailto:bancosinvoices@unicef.org) * Scrutinizing and checking the invoices to determine which section to forward them to and resolve if there is/are any errors by liaising with the section and vendor. * Distribute the invoices to the section within one workday. * Enter the invoice details in the online invoice register for tracking and reporting. * Receive hard copy of invoices and VAT documents delivered physically to the office and distribute to section and finance. * Supporting in scrutinizing all invoices to determine if invoices have already been paid for to prevent instances of double or multiple payments.  1. **Management of office supplies, stationery and visibility items and coordination of low-value procurement (Procurement of up to $10K) for the entire office.**   Office Stores management:   * Prepare a plan for office supplies and stationeries including providing relevant information and data to the communications team for their planning of visibility items. * Initiating procurement of office supplies and stationeries based on the plan and providing support to the Senior Supply/Procurement Associate for the low-value procurement. * Receiving and verifying the quality and quantity of supplies and visibility items ordered as per agreed specifications and ensuring the safe storage of the supplies and stationeries. * Issuing office supplies, stationeries and visibility items based on the request from staff members and sections. * Maintain stock report of the current balance of stationaries, office supplies, visibility items by updating the balances of supplies, stationery, and visibility items based on release forms. * Prepare monthly stock reports on office supplies and visibility items by the 10th of each month. * Manage replenishment of supplies, stationery and visibility items by monitoring monthly usage trend and place order based on the lead times.   Activities for low-value procurement:   * Support in the preparation and provide specification of items to the Senior Supply/Procurement Associate for the low-value procurement for the operations section * Provide inputs in the Bid Tabulation for selecting successful bidders and writing justification notes for admin related procurement. * Closely working with Sr. Procurement Associate to ensure timely issuance of Manual Order for admin related procurement request and follow up with the vendor and confirm product delivery as per the specification and delivery lead time stipulated in the MO. * Processing invoices with supporting documents (VAT documents) in respect of low value items procured for Operations/Admin related services or supplies and inform the vendor about payment updates  1. **Office maintenance and Overall cleanliness of the Office premises on a daily basis as per UNICEF standards.**  |  | | --- | | Coordinating supervising and monitoring office, Warehouse and UNICEF sector offices’ maintenance works for plumbing, electrical, carpentry, and general office building maintenance by:   * Supervising and overseeing the servicing of office generators in the main office and the warehouse. * Coordinating the routine servicing and maintenance of office ACs for office, Warehouse and Sector offices at DPHE and DPEO. * Coordinating the servicing and maintenance of the plumbing system, electrical and carpentry work in the offices. * Ensure office furniture and office equipment are serviced in time and are always in good working condition.   Supervising and monitoring the works of messengers and cleaners on a daily basis   * By preparing a cleaning schedule for bins, toilets and sink areas and supervising the work of all cleaners and messengers in the office. * Guiding and supervising the collection of trash from the office premises. * Supervising and monitoring proper maintenance of office flower gardens ensuring that office grounds and gardens are maintained in good order at all times. * Maintaining office Smoking areas and guiding staff members to ensure that smoking is strictly done in the designated office smoking areas. |  1. **Focal point for General Administrative services including acting as an interface with Government departments on key operational areas requiring government support.**  * Act as an interface between the office and Govt. counterparts e.g. DC Office, RRRC office to obtain required government support approval for key office activities as well as obtaining government permission for camp visits by high-level visitors. * Coordinating the printing of Business cards for authorized staff in Cox’s Bazar in conjunction with the Admin. Team in Dhaka. * Monitoring and generating the open TA reports from insight on a weekly basis and circulate to the concerned staff members and following up with concerned staff members to close their open TAs. * Updating the staff telephone list on a monthly basis to enhance effective communication among staff members. * Provide policy and technical guidance and support to all sections with conference, workshops and meeting arrangements and management. * Support staff members with preparing manual TA where necessary and exceptionally approved as well as in VISION ensuring the accuracy of information in the TAs. * Guide and support staff members with Visa renewal process by proving guidance and information to staff on visa renewal processes. * Electricity, Water supply and other utility services are ensured timely. * Coordinate the Office Fumigation and Pest Control exercise. * Perform VISION transactions for operations related functions e.g. raising TAs in VISION, FCs and PReqs.  1. **Travel Management.**  * Provides travel assistance to staff members in section for travel arrangements and entitlements based on the organization’s rules and policies. Liaises with relevant travel focal points in BCO to ensure that the organization obtains the best service and price for all travel. * Briefs/de-briefs staff members on issues relating to related administrative matters such as visa, security clearance and documentation procedures related to staff travel. * Extracts, inputs, maintains and verifies correctness of travel records in the organization’s travel system to ensure accurate transactions related to travel costs and staff travel. * Assists in the preparation of budgets on travel costs and maintain travel plan and budgetary control records. * Generating open TA reports periodically and follow up with the respective staff member to ensure timely certification and closure on their TAs. |

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| IV. Impact of Results |
| 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 Division/Office. Key performance indicators go beyond the timeliness and accuracy of work to include planning and organizing the work of the team.  Administrative Assistants at this level 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 staff across various divisions. Communications require tact and discretion. They may also provide guidance and direction to temporary or lower level staff. |

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| **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 (1) * Learning and Researching (1) * Planning and Organizing (1) * Following Instructions and Procedures (1) |

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| 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 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 backgrounds. * 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 5 years of relevant administrative or clerical work experience is required. |
| Language Requirements: | Fluency in English is required. Knowledge of another UN language or local language of the duty station is considered as an asset. |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | ☐ Yes ☒ No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | ☐ Yes ☒ No  ☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “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”.* | ☐ Yes ☒ No  ☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\*  *\*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* | ☐ Yes ☒ No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes ☒ No |

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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)