

GENERIC JOB PROFILE

I. Post Information

Job Title: Senior Administrative Associate

Supervisor Title/ Level: Admin Specialist

Organizational Unit: Various

Job Level: G-7

Job Profile No.:

CCOG Code: 21

Functional Code: ADM

Job Classification Level: G-7

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

Under the direct supervision of the Admin Specialist undertakes administrative management support services in a country or sub-country office, the incumbent assists in ensuring efficient and cost-effective administrative support services, providing guidance to administrative staff as well and supporting staff in office administrative assignments. Ensures the office's administrative operations and services are in compliance with the organization's administrative policy, procedures, rules and regulations.

III. Key functions, accountabilities and related duties/tasks

1. Accurate interpretation and implementation of administrative policies and procedures

- Provides practical input on implementation of administrative guidelines, in close coordination with the head of office, operation staff/ supervisor.
- Supports supervisor and the head of office in updating staff on administrative policies,

procedures rules and regulation.

- Implements the appropriate application and interpretation of administrative rules, regulations, policies and procedures.
- Briefs and assists arriving and departing staff on basic administrative procedures and requirements.
- Contributes to recommendations on the improvement of internal controls systems taking into account the prevailing conditions in the locality.
- Keeps supervisor abreast of potential problem areas, prepares reports on administrative matters as required.
- Provides administrative support and services to sub-country (zone) offices and out postings, where applicable, including preparation and funding of service contracts, preparations of admin supplies and guidance on administrative procedures.

2. Budget management

- Assists supervisor in preparing estimates on office premises, supplies and equipment requirements for budget preparation purposes.
- Assists zone office in the establishment and maintenance of administrative services and the administrative budget.

3. Administrative support services, security and safety

- Assists Dep Rep Operations/ Chief Operations and/or Chief of Field offices in the establishment and maintenance security arrangements and related administrative services.

4. Procurement

- Guides managers in the process of PCA/SSAs in line with the policies and guidance issued by supply division and DPC.
- 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.
- Maintains up-to-date vendor lists, partners, and consultant rosters.

5. Asset and Property management

- Supports management of administrative supplies, office equipment and vehicles, updating and reconciling inventory of items, serving as ex-officio member to the Property Survey Board where applicable. Assists supervisor in Property Survey Board submissions, preparing minutes of meetings. Assists supervisor in executing PSB recommendations approved by the Head of Office.
- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.

6. Administrative transactions and contractual arrangements

- Ensures that all administrative transactions and arrangements of contracts are in compliance with the applicable policies, procedures, rules and regulations.
- Contributes to the reviews of contractual arrangements related to administrative support (i.e. courier, premises maintenance, vehicle maintenance, equipment maintenance etc.) to ensure that the terms and conditions of all contracts are being adhered to by providers of goods and services. Proposes to supervisor any changes that may be required.
- Monitors the implementation of Administrative contractual obligations and ensures timely payments against such contractual obligations.

7. Staff learning and development

- Develops training activities to ensure effective performance and efficiency in admin services management.
- Implements administrative effective staff learning and development programme activities for

capacity building. • Contributes to workshops for staff's competency building, staff learning and development, career development. 8. Partnership, coordination and collaboration • Support effective working relations with other agencies, local authorities and implementing partners on issues relating to administrative matters through information exchange, collaboration, and harmonization. • Cooperates with other UN agency counterparts in the UN reform initiatives (including common services LTA, Carpooling and premises agenda, etc.). 9. Performs any other duties and responsibilities assigned as required.
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IV. Impact of Results
The Senior Administrative Associate at the GS7 level is predominantly accountable for applying a broad range of specialized complex administrative rules and procedures in the coordination of administrative support to the team served in a considerably large operations team. Efficiently initiating, monitoring and ensuring the provision of administrative services allows the professional staff of the organization to focus on substantive core work. This may include supervisory responsibilities with accountability for the work of administrative assistants, temporary staff and/or consultants. Senior Administrative Associate represents the supervisor in initiating, following up on and resolving issues pertaining to administrative requests. External contacts include counterparts in international organizations, bi-lateral and multi-lateral institutions and national governments to organize meetings, workshops and conferences. Communications involve the exchange of information across UNICEF at the most senior levels and externally to governing body representatives.
V. Capabilities Required
1. Project Management (3) • Create project plans, objectives and deliverables • Track and organize resources like time, budget, and team efforts • Identify and report potential risks for further guidance 2. Collaboration (3) • Navigate organizational dynamics and adapt behavior to respond to different situations • Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences • Write clear, concise and well-structured reports and documents using appropriate language • Pay close attention to what others are saying, asking questions for clarification • Present ideas and information clearly in front of groups 3. Problem Solving (3) • Analyze data, identify trends, patterns and anomalies • Evaluate information, analyze problems, identify underlying causes and risks • Summarize and communicate findings, focusing on actionable insights to support decision-making • Make decisions in time-sensitive situations, even with incomplete information • Assess the potential impact of solutions (costs, benefits and risks)

4. Digital Dexterity (3)

- Utilize AI-powered tools and platforms to automate data analysis
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
- Use specialist technology business systems and software
- Analyze and summarize data from various business systems to generate reports and insights

VI. UNICEF values and competency Required (based on the updated Framework)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required. University-level courses in administration, finance, or other relevant disciplines are highly desirable.
Experience:	Minimum of seven years of relevant administrative or clerical work experience required. Prior work in a UN system agency or organization and proven experience in stakeholder engagement and coordination to ensure smooth administrative and operational support is desirable.
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.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAl)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?	NO
The selected candidate for this position will be required to engage with vulnerable children.	NO