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

I. Post Information

Job Title: **Programme Assistant 58666 GS5** Supervisor Title/ Level: **Health specialist NOD 11437** Organizational Unit: **Programme** Post Location: Cotonou, **UNICEF Benin Country Office**	Job Level: **G-5** CCOG Code: **2A02** Functional Code: **PMA** 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 Generic Job Profile for the Programme Assistant at the **G-5 level** is to be used in a UNICEF office, in one of the programme sections.

This GJP covers a broad range of functions, however, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. In addition, there may be additional functions not mentioned in the GJP. If this is the case, this can be made clear in work plans and/or individual performance plans.

Purpose for the job:

Under the close supervision and guidance of the supervisor, the programme assistant supports the respective section (s) by carrying out a range of procedural, administrative, and operational tasks, to help develop, implement and monitor their country programme, ensuring timely and effective delivery that is consistent with UNICEF rules and regulations.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Facilitating the processing of contracts for consultants, vendors and external partners that support the office in programme delivery. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR's in VISION, and making necessary logistical arrangements. Keeps vendor lists, partners, and consultant rosters up-to-date.
- Collecting invoices and filing documents for approval and thereafter processing in VISION and Mycase.
- Preparing and maintaining records, documents and control plans for the monitoring of project/programme implementation and financial expenditures.
- Supporting the management of administrative supplies and office equipment.
- Maintaining office calendar and arranging meetings. Taking minutes of meetings and keeping the correspondence of the team well organized.
- Providing travel assistance to staff members in section for travel arrangements and entitlements based on the organization's rules and policies. Liaising with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
- Maintaining and updating a system which monitors the absence of staff.
- Preparing and maintaining records pertaining to programme planning and development for his/her respective section.
- Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and makes amendments and alterations as per section revisions when necessary.
- Supporting capacity development activities, meetings and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts; arranging times through liaising with participants over availability; liaising with budget focal points and section over costs and needs; and preparing background materials for participants.

IV. Impact of Results

S/He supports the section in the compilation and coordination of key work products, ensuring deadlines are met and that established rules and procedures are followed. The support provided by the programme assistant therefore creates the strongest possible administrative platform from which the country programme can then be delivered. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities.

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

- Thorough knowledge of UNICEF administrative policies and procedures is an asset.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Strong office management skills.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the

	work of the organization. A bachelor's degree from a recognized academic institution in a field relevant to the position may replace three years of related work experience. A master's degree may replace an additional two years.
Experience:	A minimum of five years of progressively responsible administrative or clerical work experience is required.
Language Requirements:	Fluency in French is required. Knowledge of English and a local language is an asset.