Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	MENA
Category:	GS (General Services)	Country:	State of Palestine
Reason for Classification:	Establishment of a new post	Duty Station:	East Jerusalem
Level:	G-5	Office:	State of Palestine
Title:	Administrative Assistant	Section:	Administration
Title Information in Parenthesis:	(Fleet Supervisor)	Unit:	
CCOG Code:	21	Case Number:	SOP26036
UNICEF Code:	ADM	Post Number:	
Classified by:	Esereda Musisi	Classified Date:	6/15/2026

Organizational Context:

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.

Purpose of the Job:

Under the direct supervision and guidance of his/her supervisor, the Administrative Associate (Fleet Management) is responsible for the execution of specialized administrative and logistics tasks related to fleet operations. This includes vehicle deployment and tracking, fuel and maintenance monitoring, and ensuring adherence to transport policies and safety protocols.

Key functions, accountabilities and related duties/tasks:

1. Fleet and Transport Coordination (specialized)
• coordination and monitoring of vehicle maintenance, repairs, licensing, insurance, and overall fleet readiness
• management of fleet records, tracking systems, operational documentation, and vehicle utilization monitoring
• monitoring fuel consumption, reconciliations, and related administrative/payment coordination
• coordination of vehicle movements, transportation requests, and operational staff movements, including support to Gaza-related access and movement coordination
• oversight and administration of fleet optimization and tracking platforms, including EDT-related systems and operational reporting
• monitoring driver attendance, overtime, leave planning, scheduling, and operational deployment arrangements
• support to procurement and administrative processes, including preparation of bid tabulations, job orders, and fleet-related service coordination

	• coordination of fleet-related payment processing and liaison with Finance and Supply colleagues and • preparation of operational reports, analysis, and regular updates to the Administrative Officer on fleet operations, utilization trends, risks, and transportation-related matters.
	2. Communications & Workflow • Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs. • Manages incoming and outgoing correspondence, e-mails and telephone calls. • Communicates routine and some non-routine information pertaining to the work of the team. • Establishes and maintains the office filing and reference systems, both traditional and digital.
Impact of Results:	This function is primarily accountable for the efficient application of specialized administrative procedures and logistics protocols in support of UNICEF State of Palestine's fleet operations. By ensuring the timely coordination, deployment, maintenance, and monitoring of vehicles and drivers, the role enables seamless staff mobility and uninterrupted programme delivery across multiple multiple location. 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.
Capabilities required:	1. Project Management (2) • Use project management tools to organize and track tasks within a project • Schedule and prioritize tasks to meet deadlines • Provide project updates and report issues 2. Collaboration (2) • Use tact and discretion in sensitive situations • Communicate thoughtfully and diplomatically considering how words may be perceived by others • Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions • Communicate key points and recommendations verbally in a clear and direct manner • Organize, visualize and present data, tailoring visuals to highlight key insights 3. Problem Solving (2) • Compare different sets of information to identify correlations and differences • Analyze information to identify the root cause of problems and possible risks • Identify key data and patterns in reports and summaries • Organize, visualize and present conclusions in a structured and logical way • Consider and suggest possible solutions to resolve problems independently • Consider available information when making decisions 4. Digital Dexterity (2) • Use AI tools and digital platforms to collect information • Assess AI generated tasks for accuracy and effectiveness • Use key organizational business systems and digital platforms • Manage and organize digital documents and files in alignment with digital workforce policies and culture • Safeguard documents ensuring confidentiality and manage data risks
Competencies and level of proficiency required:	1. Project Management (2) • Use project management tools to organize and track tasks within a project • Schedule and prioritize tasks to meet deadlines • Provide project updates and report issues 2. Collaboration (2) • Use tact and discretion in sensitive situations • Communicate thoughtfully and diplomatically considering how words may be perceived by others

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Recruitment Qualifications:	Education: Completion of secondary education is required. Experience: Minimum five years of relevant administrative or clerical work experience required. 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.
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 (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but	No

the communication will not be moderated and relayed by another person?:	
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
Competencies and level of proficiency required:	
Recruitment Qualifications:	