

## UNITED NATIONS CHILDREN'S FUND PROGRAMME ASSISTANT JOB PROFILE

<p><b>JOB TITLE:</b> Programme Assistant  <b>JOB LEVEL:</b> GS-5  <b>REPORTS TO:</b> Chief, Programme Partnerships (P-4)  <b>LOCATION:</b> Ho Chi Minh City, Viet Nam</p>	<p><b>JOB PROFILE NO.:</b>  <b>CCOG CODE:</b>  <b>FUNCTIONAL CODE:</b>  <b>JOB CLASSIFICATION</b></p>
<p><b>PURPOSE OF THE JOB</b></p> <p>Under the supervision and guidance of the Chief, Programme Partnerships, the Programme Assistant (PA) is responsible for providing support to the team in programme monitoring, promoting knowledge management, and providing administrative and secretariat support to ensure smooth operation of the Ho Chi Minh city office.</p>	
<p><b>KEY END-RESULTS</b></p> <ol style="list-style-type: none"> <li>1. Administrative assistance and secretarial support services provided to the Ho Chi Minh city office to facilitate smooth running of the office and effective processing of information and data</li> <li>2. Support provided to the Ho Chi Minh City Child Friendly Provincial Project in liaising with counterparts to facilitate the Harmonised Approach to Cash Transfers (HACT), including timely and quality budget planning, disbursement of funds, monitoring of fund utilization, assurance activities, and participation in financial spot checks.</li> <li>3. Programme administrative support provided to facilitate effective programme implementation.</li> <li>4. Information and discussions well recorded; and translation and interpretation provided to support communication with government and non-governmental partners.</li> <li>5. Correspondence drafted and communication with partners efficiently assisted to support policy advocacy and programme implementation.</li> <li>6. Programme assistance provided to facilitate systematic knowledge management within and outside the section.</li> </ol>	
<p><b>KEY ACCOUNTABILITIES and DUTIES &amp; TASKS</b></p> <p><i>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.</i></p> <ol style="list-style-type: none"> <li>1. <b><u>Administrative assistance and secretarial support (30%)</u></b> <ul style="list-style-type: none"> <li>• Provide administrative support to section staff, including arrangement of transportation, and resources arrangement.</li> <li>• Make travel arrangements, including air ticket booking, transportation, raising TAs, and preparing payments.</li> <li>• Screen incoming correspondence and facilitate distribution of documents to relevant staff to ensure smooth flow of information within the office.</li> <li>• Be in charge of the diplomatic pouch</li> <li>• Assist in formatting, illustration and reproduction of documents, reports, presentations, briefings, and speeches.</li> <li>• Develop and maintain various forms, reports to timely update supervisor on section issues such as travel, attendance records, calendars, work plan</li> <li>• Assist the Chief, Programme Partnerships in HR management (KA, PER, contract), update and maintain staff attendance records.</li> <li>• Respond to internal and external request for information.</li> </ul> </li> <li>2. <b><u>Provide support to programme assurance (25%)</u></b> <ul style="list-style-type: none"> <li>• Assist in assurance activities, including Harmonized Approach to Cash Transfer, participation in spot check and monitoring of the implementation of recommendations.</li> </ul> </li> </ol>	

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- Liaise with Government counterparts and other partners at national and sub-national level to facilitate timely activity budget planning
- Process financial requests and payment for disbursement of funds, and monitor fund utilization
- 3. Programme administrative support (15%)**
  - Assist in logistical arrangements for section workshops, training, retreats, and meetings at national and sub-national level, to contact vendors, suppliers for related services such as venue, transportation, interpretation equipment, hotels, etc.
  - Prepare service requests and process payments to service suppliers.
  - Provide support to visits of visitors including staff from Hanoi, Consultants, Natcom delegations, etc in the arrangement of accommodation and transportation.
- 4. Information and discussions well recorded; and translation and interpretation provided to support communication with partners (10%)**
  - Provide logistics arrangements at meetings, workshops and take minutes
  - Provide translation of documents, and translation at meetings and workshops as required
- 5. Correspondence drafted and communication with partners efficiently assisted to support programme implementation (10%)**
  - Assist in preparing correspondences ensuring the right format, attachments and addresses for sending out to external audiences;
  - Draft routine memos and letters as requested by the Chief of the office;
  - Type and provide brief translation on incoming letters, documents as required
- 6. Programme assistance provided to facilitate systematic knowledge management within and outside the section (10%)**
  - Facilitate systematic knowledge management in the section through establishing systems to keep, update and disseminate reference materials, regularly updating dissemination lists, under the guidance and supervision of the Chief, Programme Partnerships
  - Provide support to Knowledge Management through consolidating information, downloading documents as required, and maintain contact lists of names, addresses and telephone numbers of various counterparts, UN agencies, bilateral agencies, private sector partners and NGOs.

### **JOB GRADE FACTORS <sup>1</sup>**

The post will cover a variety of programme administration tasks. While detailed instructions will be given to the incumbent, the volume and variety of work require the incumbent to check own work and to take initiative in completing the assigned tasks and identifying potential problematic situations and discussing with supervisor.

### **QUALIFICATION and COMPETENCIES ([.] indicates the level of proficiency required for the job.)**

#### **1. Education**

Completion of Secondary School Education, preferably supplemented by technical or university courses in a field related to the work of the organization.

#### **2. Work Experience**

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<sup>1</sup> The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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Five years of work experience in clerical and programme administration work, accounting, financial or budget work

### 3. Language Proficiency

Fluency in both English and Vietnamese is required.

### 4. Competency Profile

#### i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

#### ii) Core Competencies (Required)

- Communication [II]
- Working with People [II]
- Drive for Results [II]

#### iii) Functional Competencies (Required)

- Analysing [II]
- Applying Technical Expertise [II]
- Following instructions and Procedures [II]
- Planning and Organizing [II]

#### iv) Technical Knowledge<sup>2</sup>

- Good clerical and computer skills
- Good understanding of programme administration
- Good interpersonal skills
- Very good English competence

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<sup>2</sup> Reference to UNICEF and/or UN in terms of technical knowledge requirements ('a' and 'b' above) are applicable only to those who are or have been staff members of UNICEF or the UN common system.