

Senior Administrative Associate, (GS-7), Colombo, Sri Lanka, #00121491, Temporary Appointment (Sri Lanka nationals only)

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Job no: 554718

Contract type: Temporary Appointment

Duty Station: Colombo

Level: G-7

Location: Sri Lanka

Categories: Administration

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child, how can you make a difference?

Under the direct supervision of the Operation Manager undertakes administrative management support services in a country, 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.

Tasks :

Appropriate and consistent interpretation and application of administrative policy and procedures timely implemented to support operations at the country or sub-country levels.

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 the office, and updates 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 PGMs for all admin supplies and guidance on administrative procedures.

The budget preparation and implementation are properly administered in the area of administrative management and services.

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

Operations of delivery of administrative support services are timely and effectively provided, and security arrangements are well established for enhanced safety and security.

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

Property management of administrative supplies assistance ensures, office equipment, vehicles and other properties is effectively maintained

Supports management of administrative supplies, office equipment and vehicles, updating 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,

All administrative transactions and arrangements of contracts satisfy the requirements as stipulated and are in compliance with the applicable policies, procedures, rules and regulations.

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, ancillary administrative support, 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 payments against contractual obligations.

Staff learning and development

Develops training activities to ensure effective performance and efficiency in admin services management. Implements effective staff learning and development programme activities for capacity building. Contributes to workshops for staff's competency building, staff learning and development, career development.

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 and premises agenda, etc)

Performs any other duties and responsibilities assigned as required.

To qualify as an advocate for every child you will have :

Education

Completion of Secondary School, University level courses in administration, finance, or any other related field of discipline relevant to the job is an asset.

Work Experience

7 years of relevant professional work experience with both national or/and International work experience in office management, administration, finance, accounting, ICT, human resources, supply or any other relevant function.

Work experience in an emergency context is an added advantage

Language Proficiency

Fluency in English is required. Knowledge of another local language is an asset.

Expected Start Date: 01 October 2022

Duration: 1 year and 3 months (ending 31.12.2023)

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability (CRITA) underpin everything we do and how we do it. Get acquainted with Our Values Charter: <https://uni.cf/UNICEFValues>

UNICEF competencies required for this post are...

- 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)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable candidates are encouraged to apply.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance. Appointments are also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

If you think this position might be for you, please take the time to review our Country Office [Mutual Agreements](#) before you apply.

If you believe you can team member that can uphold these everyday, then we look forward to receiving and reviewing your application

Advertised: 06 Sep 2022 Sri Lanka Standard Time

Deadline: 15 Sep 2022 Sri Lanka Standard Time