UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Executive Associate**. Supervisor Title/ Level: Representative Organizational Unit: Front Office Post Location: UNICEF Mozambique	Job Level: **G-6** CCOG Code: Functional Code: EXM Job Classification Level: G-6

II. Organizational Context and Purpose for the job

UNICEF Mozambique works to ensure that every child in Mozambique survives, thrives, and that the rights of all children are respected, protected and fulfilled. The country Programme operates in a complex environment requiring high-level engagement with government partners, donors, UN agencies, civil society, and the private sector.
The Executive Associate provides critical executive, administrative, and coordination support to the Representative, enabling efficient management of the Country Office and effective liaison with internal and external stakeholders. The role demands discretion, professionalism, excellent judgment, and the ability to manage competing priorities in a fast-paced environment.

Job organizational context:
The Executive Associate (G-6) is in the Front Office, reporting to the Representative. This role bridges operational delivery by liaising regularly with multiple units—Programme, Operations, Finance, Supply—and with external partners (government ministries, NGOs, donors).

Purpose for the job:
The Executive Associate will serve as the principal support to the UNICEF Representative, ensuring the smooth functioning of the front office. The incumbent will manage the Representative's agenda, facilitate communication and information flow, coordinate internal processes, and provide strategic administrative and logistical support for high-level engagements, meetings, and missions.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions:
1. Executive Support and Coordination
2. Office Management and Information Flow
3. Mission and Event Coordination
4. Administrative and Logistical Support
5. Communication and Representation

Executive Support and Coordination

- Manage the Representative's calendar, appointments, and meetings, ensuring optimal time use and prioritization of engagements.
- Prepare briefing materials, background notes, and talking points for the Representative's meetings, missions, and high-level visits.
- Coordinate follow-up actions from meetings and ensure timely completion by responsible staff.
- Maintain and update key contact lists for government, donors, partners, and internal stakeholders.
- Liaise with the Regional Office and Headquarters on behalf of the Representative as required.

Office Management and Information Flow

- Serve as the focal point for all communication to and from the Representative's office, ensuring quality control and confidentiality.
- Draft, review, and edit correspondence, reports, and official documents for the Representative's signature.
- Ensure proper filing and record-keeping of key documents and correspondence, including in digital systems (SharePoint, Teams, etc.).
- Coordinate input for high-level reports, such as the Country Office Annual Report, Executive Briefs, and Mission Reports.

Mission and Event Coordination

- Plan and organize visits of senior UNICEF officials, donors, and government partners, including logistics, protocol, and briefing materials.
- Support the preparation and coordination of key events, such as high-level donor meetings, UN Country Team engagements, and ambassadorial briefings.
- Liaise with protocol offices and ministries for scheduling and coordination of official meetings.

Administrative and Logistical Support

- Manage travel arrangements for the Representative, including visas, clearances, and expense claims in compliance with UNICEF policies.
- Oversee procurement and administrative processes related to the front office, ensuring timeliness and compliance.
- Support budget monitoring for front office expenditures and assist in preparing financial reports or forecasts as required.

Communication and Representation

- Maintain professionalism and confidentiality in all dealings with internal and external stakeholders.
- Facilitate clear and effective communication between the Representative, senior staff, and external partners.
- Serve as a first point of contact for the Representative's office and represent UNICEF with tact and diplomacy.

IV. Impact of Results

Incumbent drives the efficiency and effectiveness of the office by expertly managing the full spectrum of executive/front office management support activities.

V. Capabilities Required

- Strong organizational and multitasking skills.
- Excellent writing, editing, and communication abilities.
- High level of discretion, integrity, and confidentiality.
- Strong interpersonal skills and ability to interact effectively with diverse partners.
- Proficiency in Microsoft Office Suite, Teams, SharePoint, and other digital collaboration tools.
- Ability to work under pressure and handle sensitive information with maturity and diplomacy.

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

i) Core Values

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

ii) Core Competencies

- 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)

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
Experience:	A minimum of six years of administrative/executive support work experience is required. 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.

	Relevant experience in a UN system agency or similarly structured organization is considered as an asset.
Language Requirements:	Fluency in English and Portuguese is required.

VIII. Child Safeguarding

This post is not at elevated risk for Child Safeguarding.
