

Executive Manager, P-4 at UNICEF

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); UNICEF is the world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

For every child, opportunity.

The Executive Manager plays a pivotal role in assisting the Regional Director to develop and coordinate strategic direction matters, as they pertain to all aspects of UNICEF's work. S/he performs an essential liaison function between senior figures and maintains effective linkages with other relevant functional units both in UNICEF and externally. As a core member of the team s/he works in full coordination with the team and may have supervisory responsibility of other professional and GS staff.

How can you make a difference?

Support the Regional Director and the office management in setting and perusing key strategic objectives.

Support the management in prioritizing work in line with these objectives and in communicating strategic priorities to the office's internal and external counterparts at all levels.

Analytically review information received by the Regional Director and the management and

identify priority matters that need to be urgently addressed, advising on action as appropriate.

Manage the flow of information to the Regional Director and ensure that appropriate action is taken by responsible section/division/office heads on matters brought to the attention of the Regional Director.

Draft sensitive and important correspondence on a variety of matters on behalf of the Regional Director.

Assist with the crafting of guidance documents, policy statements and speeches for delivery by the Regional Director, and initiate, edit, and finalize drafts prepared by other units. Effectively liaise with communications focal points to ensure preps and coverage for social media and other engagements.

Coordinate activities related to policy formulation, preparing background and position papers for the Regional Director's consideration in cooperation with relevant offices and sections.

Coordinate and participate in meetings and special events involving the Regional Director with senior staff and external visitors. Prepare summary conclusions on such meetings, as requested. Ensure follow-up actions are monitored and brought to the attention of the Regional Director.

Assist in planning and managing the Regional Director's missions and meetings, accompanying the Regional Director when required, ensuring the maximum effectiveness of the mission and ensuring that all necessary follow-up action is taken.

Keep the Regional Director aware of political and operational developments by liaising with key focal points in the field and keep the Regional Director updated on policy issues related directly to UNICEF or to humanitarian issues under the broader UN system.

Assist the Regional Director and office senior management in the preparation of strategic documents for high-level meetings involving the Executive Director, Deputy Executive Directors, Regional Directors, Representatives and other key senior figures within and outside the organisation and escalate urgent and important issues as required.

Oversee and ensure the timely flow of information within the office, and with the region, Headquarters, and others as required, in close consultation with RD and Deputy Regional

Directors (DRDs).

For staff under their supervision, establish clear individual performance objectives, goals and timelines; and provide timely guidance to enable the team to perform their duties responsibly and efficiently.

Monitor work progress and ensure results are achieved according to schedule and performance standards.

Follow-up on policies and instructions presented by the Regional Director.

To qualify as an advocate for every child you will have

An advanced university degree is required in International Relations, Political Science, Public Administration, or another relevant technical field.

A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.

A minimum of eight years of relevant professional work experience in external relations, public affairs or international development cooperation, preferably within the UN, or in a government institution, NGO.

Prior experience of working in coordination, planning, or in an executive office will be an asset.

Developing country work experience and/or familiarity with emergency is considered an asset.

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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