



### Operations Manager, Level 3

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. 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.

#### **Purpose of the Job**

Under the guidance of the Head of Office, as the head of operations of a small/medium-sized office or sub-office, you will manage and ensure the effective, equitable and efficient operations of the office's finance, human resource and administrative systems.

You will be accountable for the correct and consistent application of organizational policies and procedures; will safeguard the office's financial resources by advising on and/or managing financial assets, financial planning and cash management activities; and will play a major role in strategic planning and decision-making within UNICEF Operations with sound professional input and oversight. You will also ensure the provision of basic office services including space management, equipment, communications and security to enhance staff safety and productivity.

#### **Key Expected Results**

Outcome of your work should include:

Operations of financial, budget, information and communication technology, supply and logistics, human resource and administrative management strengthened and maintained for Country Office.

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

Fiduciary responsibility for funds and assets effectively secured and timely executed for optimum utilization by taking appropriate decision on all operational and financial transactions, disbursement of funds, and administrative arrangements.

Effective leadership provided in strategic planning and policy recommendations in the area of operations, taking initiative in improving and implementing operations management systems.

#### **Qualifications of Successful Candidate**

Advanced university degree in accounting, business administration, economics, or financial management and membership - or enrolled for membership - of recognized professional accountancy body.

Five years of relevant international or national office management work experience

in office management, finance, accounting, ICT, human resources, supply and administration and/or other related fields.

Work experience in emergency duty station.

Fluency in English and another UN language required. Knowledge of the language of the duty station is an asset.

### **Competencies of Successful Candidate**

Communicates effectively to varied audiences, including during formal public speaking.

Sets high standards for quality and consistently achieves project goals.

Able to work effectively in a multi-cultural environment .

Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.

Demonstrates and shares detailed technical knowledge and expertise.

Ensures that team or department follows relevant company policies and procedures.

Translates strategic direction into plans and objectives.

Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.

Sets clearly defined objectives and produces comprehensive project plans for the organization.