Position Title: Deputy Representative (Operations), D-1, New Delhi, India

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 70 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 for the job:

To lead, manage and coordinate all operational aspects of the India country office - New Delhi and 13 state offices - in support of the country programme.

Assist the Representative in external relations activities, including private sector fund-raising and mobilization of resources through bilateral and multilateral donors.

Major Duties and Responsibilities:

- Manage the services of admin & finance, supply & procurement, human resources and staff development, ICT and programme implementation reporting. Monitor performance of operations across all offices/sections with a view to identifying weakness and taking remedial action to maximize efficiency.

- Serve as member of the senior management team of the country office. Participate in the development, implementation and review of the country programme to provide authoritative advice and guidance on operational issues.

- Assist the Representative in external relations activities, including private sector fundraising and mobilization of resources through bilateral and multilateral donors, UN agencies and NGOs in support of programme objectives.

- Develop and manage proactive risk control measures in India. Coordinate formal responses and corrective actions to internal and external audit observations. Develop and coordinate regular programme and operational self-assessment missions.

- Manage the country programme and biennium budget preparation process. Advice and make recommendations to the Representative with regard to the allocation of resources and ensure that all aspects of support and cross sectoral budget administration and controls are in compliance with the standards set by UNICEF.

- Work closely with the UN agencies on the objectives of "UN Coherence" in India and promote UNICEF’s participation in common services initiatives. Conduct high level negotiations with Government authorities on operational matters related to the Basic Cooperation Agreement-customs, protocol, security, privileges and immunities-in alignment with other UN agencies.

- Manage and coach the group of professionals and technical staff in the New Delhi operations sections and state offices, to deliver effective operational support for programme implementation, and encourage their continuous development skills and competencies.

- Overall responsible for the New Delhi Contract Review Committee and Property Survey Board.
Minimum Requirements:

- Advanced University Degree in Business Administration or Management (i.e. MBA, MS, MA, Ph.D).
- 12 years of experience in senior managerial function in development or related work preferably in an international organization. Extensive managerial experience in administration, finance, human resources management, supply, computer application development and resources mobilization.
- Oral and written proficiency in English is required. Knowledge of another official UN language or a local language is an asset.

Country Typology:

- India is a Lower Middle Income country, with an estimated 1.2 billion population of which 40 percent under the age of 18, India is home to the largest number of children in the world. About half of the children from poor families belong to disadvantaged groups like Scheduled Castes and Scheduled Tribes. India contributes to more than 20 percent of the world’s child deaths, with approximately 1.75 million children dying annually before completing their 5th birthday. Economic growth has not yielded commensurate results in the reduction of poverty and disparity, and as a result achievements have been uneven in meeting the targets of the Millennium Development Goals. 37 percent of the population lives below the national poverty line. This signifies inequities in living standards with strong correlations between deprivation, discrimination, exclusion amongst socio-religious groups and disparities along gender and rural-urban lines. Frequent flooding, cyclones and droughts also affect large numbers of households threaten to hinder full achievements of SDGs.
- The overall goal of the country programme is to advance the rights of children, adolescents and women to survival, growth, development, participation and protection, by reducing inequities based on caste, ethnicity, gender, poverty, region or religion. The country got a polio-free certification at the end of March 2014. This has boosted the progress on the reduction in child mortality as compared to 1990. Strategic partnerships within the UN agencies, Government, international financial institutions, bilateral institutions, non-governmental and community-based organizations, civil society, academia, media and the private sector are essential for raising the profile of children’s issues and scaling up projects and programmes.
- New Delhi, India is a Family duty station.
- New Delhi, India is an “A” Duty Station. (Source: International Civil Service Commission, effective 01/Jan/2016)
- Size of the country office: The Government-UNICEF Programme of Cooperation 2013-2017 has approx. of USD 650,000 million and over 500 staff spread between 14 Offices (including main office in Delhi and 13 state offices).

Person Profile:

- A high visibility and complex duty station which requires broad and in-depth knowledge and understanding of UNICEF programmatic goals, visions, positions, policies and strategies, as well as government policies, guidelines, legislation and strategies related to UNICEF’s work.
- Effective leadership to provide strategic planning and guidance on strategic policy direction to a diverse and large group of staff to implement and improve global Operations initiatives, management systems, including Direct Cash Transfers (DCT)/Harmonized Cash Transfer (HACT).
• Solid leadership and managerial skills to monitor compliance with all operational systems and procedures, ensure integrity in all financial and other administrative operations of the office in the office. Ability to advice on corrective measures to be taken and establish relevant internal controls to ensure implementation of agreed audit recommendations.

• Coordination skills to bring together the UN Operations Management Team and ability to plan and implement harmonized business practices and initiatives in line with UN reform/coherence.

• Very good people skills, developing team commitment, communication, managing conflict and stress, Leading and Supervising.

• Maturity and sensitivity to handle difficult stakeholders in a highly complex environment. Very good experience dealing with emergency, staff safety and security.

• Ability to build strategic alliances and partnership/fundraising and resource mobilization with national government and other development partners.

• Good knowledge and understanding of national conditions (economic, social and political) relating to country programmes an asset.

• Blend of experience in headquarters, regional and field postings an asset.

Competencies of Successful Candidate:

**Core Values**

• Commitment
• Diversity and inclusion
• Integrity

**SSR competencies**

• Delivering results
• Managing complexity and change
• Impact and partnership
• Innovation and risk taking
• Leading, engaging and nurturing
• Self-awareness

Applications will be considered only if accompanied by an updated Cover Letter and CV, as well as the two most recent PERs (for internals) / Evaluations (for externals). Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.