

Operations Officer (90234) NOB, Gaza, State of Palestine

Apply now Job no: 496005

Work type: Fixed Term Staff

Location: State of Palestine

Categories: Operations and Business Management, NO-2, Finance and Administration, Information Communication Technology, Internal Audit Management, Legal

PURPOSE OF THE JOB

Support the Head of the Office in the management of operational functions for a small country or sub-office, Accountable for management of cost-effective, efficient and secure operations, in support of management, administration and implementation of the country programmes, consistent with operations of all other country offices in the Region, in strict compliance with the rules and regulations and in accordance with strategy, plans and decisions made by Regional Management Team and Country Programme Management Teams. Collaborate with all other UN agencies to accelerate implementation of the Harmonized Business practices in line within Reform/coherence.

KEY END-RESULTS

1. Operations of financial, budget, information & communication technology, supply & logistics, human resource and administrative management strengthened and maintained for Country Office.
2. Accurate and consistent interpretation and application of operations policy and procedures implemented to support operations at the country and sub-country levels.
3. 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.
4. Effective technical input provided in strategic planning and policy recommendations in the area of operations, taking initiative in improving and implementing operations management systems.
5. Basic office services effectively provided to enhance staff safety and productivity.
6. Operations components of the CPMP and annual work plan of the office timely prepared, as well as all operational reporting requirements fully met for the office.
7. Compliance with all operational systems and procedures effectively monitored and corrective measures taken as appropriate to ensure integrity in all financial and other administrative operations of the office.
8. Staff learning/development for effective operations performance programme developed, implemented and enhanced for capacity building. **All implementing partners accountability ensured regarding supply and financial assistance**
9. Effective coordination, communication, collaboration established and maintained with internal and external partners for efficient operations, advisory function, vision and leadership, policy coordination, consultative and participatory management process, external representation as well as security and emergency operations. UNDG policies and processes for harmonized business practices including on joint offices, commons premises and common services are effectively implemented.

Education

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

Work Experience

Two years of relevant professional work experience.

Both national and International work experience in office management, finance, accounting, ICT, human resources, supply and administration and/or other related fields.

Work experience in emergency duty station.

Language Proficiency

Fluency in English and another UN language.

Competency Profile

i) Core Values (Required)

- Commitment
- Diversity and Inclusion
- Integrity

ii) Core Competencies (Required)

- Communication [I]
- Drive for Result [II]
- Working With People [I]

iii) Functional Competencies (Required)

- Analyzing [I]
- Applying Technical Expertise [II]
- Following Instructions and Procedures [II]
- Planning and Organizing [II]

iv) Technical Knowledge^[1]

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Specialized knowledge to perform the functions of the job at competent level
- UNICEF operation's goals, visions, positions, and organization development and change management strategies
- UNICEF operation's policies, procedures and guidelines in the Manual.
- Rights-based and Results-based management and programming approach in UNICEF.
- UNICEF Mid-Term Strategic Plan (MTSP)
- Knowledge of the global commitment on aid effectiveness, including the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action as well as knowledge of the Global Programme Partnerships (GPPs).

b) Common Technical Knowledge Required (for the job group)

- Principles of office management, accounting, financial management, programme management and administration
- UNICEF operation's goals, visions, positions, policies and strategies.
- Policy and procedures of operational management, including UN/UNICEF financial and personnel rules and regulations
- Human resources planning, development, management and administration. (e.g., HR Policy & Procedures Manual, Salary Survey Manual, Job Classification Standards)
- Information and Communication Technology administration
- Supply operations, logistics and purchasing administration
- UNICEF emergency programme policies, goals, strategies, approaches and procedures (e.g., Security handbook)
- Gender equality and diversity awareness

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UN policies and strategy to address operational issues involved in harmonization of operations in the common system..
- UNICEF positions about UN common approaches to operations issues.
- UN security operations and guidelines.
- Government regulations and laws in the locality
- UNICEF strategic framework for partnerships and collaborative relationships

[1] References to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

Advertised: 17 May 2016 FLE Standard Time

Applications close: 15 Aug 2016 FLE Standard Time