

From: Vacancy [vacancy@unfpa.org]
Sent: Monday, December 24, 2012 12:09 PM
To: ALL STAFF; HR OUTREACH CONTACTS
Subject: Vacancy Announcement - Job ID 2165 - International Operations Manager (IOM), ICS-10(P-3), Jakarta, Indonesia, Asia and the Pacific Region

We are pleased to announce the following vacancies:

JOB ID NO: 2165

CLOSING DATE: 15 January 2013(5:00 p.m New York Time)

POST TITLE: International Operations Manager (IOM)

CATEGORY: ICS-10 (P-3)

POST NUMBER: 33001

POST TYPE: Rotational

DUTY STATION: Jakarta, Indonesia

DURATION: One year (renewable)ⁱ

ORGANIZATIONAL UNIT: Asia and the Pacific Region

ORGANIZATIONAL SETTING:

The International Operations Manager (IOM) will report directly to the UNFPA Representative. As a member of the UNFPA Country Office Management team, The IOM provides leadership and advice on all aspects of office management and operations. The IOM supervises a number of national staff involved in finance, budget, procurement, human resource management and general administration.

JOB PURPOSE:

The IOM role will be to ensure a smooth functioning, well-managed and results oriented Office and to facilitate programme implementation and delivery by providing for the operational needs of programmes and projects managed at the duty station. The IOM will also contribute to ensuring the Office is strengthened and supported in its operations, needs and queries by ensuring corporate administrative management policies, regulations, rules and procedures are compatible with the regional needs.

MAJOR ACTIVITIES/ EXPECTED RESULTS

A. Ensure a smooth functioning, well-managed and results-oriented Office.

- Serve as a member of the Country Office Management Team, and provide support to the Representative of the Country Office in ensuring information flows, advice and support on operations issues related to the Office;
- Oversee operational and staffing requirements of the Office and its component projects by participating in review meetings and assess the managerial and operational capacities of the implementing partners, in close collaboration with the programme and technical team;.
- Analyze operational aspects of project inputs under both partners' and UNFPA execution in terms of personnel, equipment, sub-contracts, procurement, training, etc.;
- Ensure strategic and efficient management of office and programme financial resources, while exercising proper financial controls and adherence to corporate financial policies, rules and regulations. Report both locally and to HQs in a timely manner on established structures. Seek advice from Headquarters when deviation from rules and regulations may be necessary and proposes alternative solutions to meet programme and office objectives;
- Maintain optimal staffing of office and projects through timely provision and training of human resources applying HR tools and mechanisms and advises on appropriate contract modalities. Implement and monitor HR policies and benefits and incorporate HR systems including performance management;
- Supervise the implementation of corporate financial, procurement and HR systems and ensure adequate training of staff and project personnel on these issues. Ensure a continuous and updated flow of information between field and headquarters;

- Maintain oversight for the timely provision of goods and services for office and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluate cost effectiveness and manages the negotiations in connection with eventual agreements;
- Manage UNFPA assets and liabilities and ensure proper inventory control;
- Ensure that UNFPA interests are reflected in common system activities related to common services and premises, cost-recovery, and cost-sharing arrangements, privileges and immunities, entitlements and salary surveys, security, etc. by participating actively in inter-agency meetings and working groups;
- Supervise national staff of the IOM office and ensure that established procedures are being followed;
- Review and take corrective action as appropriate on audit findings, advances, Purchase Orders and Requisitions, payments and other financial/administrative; and
- Establish and maintain a harmonious working environment; seeking to strengthen team-building by encouraging active participation and interaction at all levels; foster staff development and empowerment.
- Provide managerial oversight to the two UNFPA Sub-Offices in Jayapura (covering Papua and West Papua Provinces) and Kupang (East Nusa Tenggara Province), taking into consideration relevant UNFPA rules and regulations particularly those pertaining to the management of Sub-Offices.

B. Contribute to efficient operations at the Country Office level, in close collaboration with the programme staff

- Provide support and advice to the relevant programme staff as well as to other members of the technical and programme team in their programme and operations support to the CO, including on follow-up on audits recommendations; and take corrective action as appropriate on audit findings, advances, Purchase Orders and Requisitions, payments and other financial/administrative actions;
- Promote network relationships for accessing and sharing knowledge in the Country Office on operations matters; and
- Support a continuous, up-to-date and accurate flow of information between the Country Office and the RO/HQ.

Perform any other duties as may be required by the Management of the RO.

REQUIRED COMPETENCIES

CORE COMPETENCIES:

- Values/Guiding Principles
- Developing People/Fostering Innovation and Empowerment/ Performance Management
- Working in Teams/Communication/Self-Management
- Appropriate and Transparent Decision Making
- Analytical and Strategic Thinking and Results Orientation and Commitment to Excellence
- Knowledge Sharing/Continuous Learning

FUNCTIONAL COMPETENCIES:

- Business acumen
- Implementing management systems
- Innovation and marketing of new approaches/Client orientation/Organizational awareness
- Job knowledge / technical expertise

JOB REQUIREMENTS:

- Advanced university degree in business administration, public administration, finance, information technology, economics or related field.
- 5 years of proven relevant progressively responsible work experience in administration, HR management, finance, information technology and/or office.
- Thorough knowledge of the United Nations Staff Rules and Regulations, UNFPA human resource management policies, financial and administrative rules, regulations and procurement, an asset..
- Proficiency in Atlas/ PeopleSoft is desirable, word processing and or other computerized applications;
- Strong writing and oral communication skills;
- Field experience and knowledge of the Region is a strong asset.
- Fluency in English is required; working knowledge of another UN language is an asset.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary plus housing allowance, home leave, health insurance and other benefits.

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.”

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

ⁱ No expectancy of renewal in accordance with UN Staff Regulations 4.5