International Operations Manager

Job title: International Operations Manager
Level: P-3
Position Number: 00152369
Location: Kathmandu, Nepal
Full/Part time: Full time
Fixed term/Temporary: Temporary Appointment
Rotational/Non Rotational: NA
Duration: 3 months

The Position:
The International Operations Manager is located in country offices. Under the direct supervision of the Representative, the International Operations Manager (IOM) provides leadership and advice to the Country Office (CO) on all aspects of office management and operations. The IOM supervises CO staff as assigned by the Representative.

How you can make a difference:
UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:
The IOM ensures a smooth functioning, well-managed and results-oriented CO and facilitates programme implementation and delivery by providing for the operational needs of programmes and projects managed at the CO. The IOM will ensure the CO is strengthened and supported in its operations, needs and queries by ensuring administrative management policies, regulations, rules and procedures are compatible with CO needs.

You would be responsible for:

Management
- Manage the day-to-day operations and supervision of operations staff;
- Maintain oversight of the timely provision of goods and services while safeguarding proper controls and adherence to policies, rules and regulations;
- Work closely in an integrated manner with CO-operations team and promote teamwork and a client-orientated approach amongst all staff;
- Analyse operational aspects of project inputs under both UNFPA and partners’ execution in terms of personnel, equipment, subcontracts, procurement, training, etc.;
• Manage all operational aspects of special projects such as preparations for Population Census 2021, Supplies Project, MHTF, humanitarian prepositioning, donor funded projects (pipeline and ongoing) and others;
• Supervise, monitor and ensure efficient management of corporate resources in the following areas and, where applicable, work in close coordination with subject matter experts:
  - Financial services
  - Human Resources
  - Procurement and Logistical services
  - ICT
  - Common Services
  - Administration
  - Security
• Regularly review and proactively take corrective action as appropriate to clear audit findings;
• Supervise and monitor general administration including CO travel, new office premises, logistics and CO assets and liabilities and ensuring proper inventory control;
• Ensure efficient and up-to-date flow of information between the CO and the RO as well as HQ;
• Ensuring strategic and efficient management of office and programme financial resources while exercising proper financial controls and adherence to corporate financial policies, rules and regulations. Reporting both to APRO & Headquarters (HQ) in a timely manner on established structures. Seeking advice from both RO and HQ when deviation from rules and regulations may be necessary and propose alternative solutions to meet programme and office objectives;
• Oversee operational and other staffing requirements and in conjunction with the regional HRSP, support maintaining optimal staffing of office and projects applying HR tools and mechanisms and advising on appropriate contractual modalities;
• Support implementation of the HR realignment, pending HQ approval;
• Together with the Security Focal Point, ensure the safety and security of UNFPA staff and premises and staff welfare, in particular, support the implementation of UN/UNDP MOSS compliance, and be responsible for efficient implementation in UNFPA of security measures agreed in the SMT and compliance with security policy, in conjunction with the Regional Security Advisor.

Advisory
• Conduct staffing needs analysis, advise and make proposals related to skill-set gaps and needs;
• Advise on the operational aspects of UNFPA programmes at national and sub-national levels;
• Provide guidance on the interpretation and implementation of relevant UN/UNFPA policies, rules, including Fast Track Procedures and humanitarian response SOPs to management, staff and partners;
• Participate in the UNFPA Nepal management meetings.

Representation
• Represent UNFPA in relevant groups and fora including Operations Management Team (OMT) meetings and ensure 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.;
• Represent UNFPA in inter-agency administrative and coordination meetings, and ensure smooth cooperation between agencies on joint undertakings including LTAs and DSA related exercise etc.
Capacity Development
- Provide coaching to staff and non-staff (SC and IC holders) on all matters related to operations, where appropriate;
- Assess the managerial and operational capacities of implementing partners in collaboration with the programme and technical team;
- Coach and build capacity of relevant staff of implementing partners responding to overall administration and finance related policies, rules and guidelines of UNFPA including in humanitarian/emergency crisis.

Any Other Duties
- Perform other duties as required by the UNFPA Representative.

Qualifications and Experience

Education:
- Advanced degree in business administration, public administration, finance, human resources, information technology or a related field.

Knowledge and Experience:
- Five years of progressively responsible professional experience in administration, finance or office management.
- Thorough knowledge of the UN Staff Rules and Regulations, HR management policies, financial rules and regulations and procurement.
- Strong analytical and leadership skills.
- Strong verbal and written communication skills.
- Proficiency in current office software applications and corporate IT systems.

Languages:
Fluency in English

Required Competencies

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<thead>
<tr>
<th>Values:</th>
<th>Functional Competencies:</th>
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<tbody>
<tr>
<td>Exemplifying integrity</td>
<td>Advocacy/ Advancing a policy-oriented agenda</td>
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<td>Demonstrating commitment to UNFPA and the UN system</td>
<td>Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</td>
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<td>Embracing cultural diversity</td>
<td>Delivering results-based programmes</td>
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<td>Embracing change</td>
<td>Internal and external communication and advocacy for results mobilization</td>
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Core Competencies:
- Achieving results
- Being accountable
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact
Compensation and Benefits
This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

Disclaimer
UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and 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, may be required to renounce such status upon their appointment.