



Operations and Compliance Analyst

Job title:	Operations and Compliance Analyst
Level:	NOA
Position Number:	208791
Location:	Kathmandu, Nepal
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-rotational
Duration:	1 Year Initially with the possibility of extension

The Position:

The Operations and Compliance Analyst provides support on financial management, assurance activities, financial reporting and will provide dedicated operational support to facilitate the implementation and delivery of projects. S/he provides guidance and support to the Project Coordination Specialist, EWPN, and other Project Managers in strategically undertaking financial functions.

The position will be based at the UNFPA country office, Kathmandu, and will work under the guidance and direct supervision of the International Operations Manager.

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 who transform, inspire, and deliver high-impact and sustained results; we need staff who are transparent, and exceptional in how they manage the resources entrusted to them and who commit to delivering excellence in program results.

Job Purpose:

The position will play a supportive role for smooth running of financial, internal control, assurance, oversight, and audit functions ensuring compliance with corporate policies, rules, and regulations at all levels. Based on the close relationships built with internal and external stakeholders, the incumbent will assist the office to regularly communicate and support implementation of best practices in financial management and accountability tasks.

The position will assist the office with basic budget expenditure analysis for planning and decision making of projects.



The incumbent would be responsible for:

Assisting in Analytical Support and Process Adaptation:

- Support adherence to United Nations/UNFPA financial rules and regulations.
- Help in aligning project operations with internal procedures under guidance.
- Assist in the basic implementation of donor fund agreements with a focus on administrative aspects.
- Provide support in basic operational strategies under supervision.

Supporting Office in Basic Planning and Budget Monitoring:

- Assist in routine financial planning tasks under supervision.
- Help in setting up and maintaining basic budget monitoring systems.
- Prepare simple budget expenditure summaries and assist in identifying budget variances.
- Support the monitoring of project budgets, focusing on administrative tasks.

Facilitating Basic Financial Management and Partner Support:

- Assist in the administrative process of fund release to partners.
- Support the review of partner expenditures and documentation for basic compliance.
- Assist in adherence to public finance regulations and basic HACT-related transactions.
- Provide administrative support in planning and implementing audits and spot checks.

Assisting in Preparing Financial Reports and Supporting Audit Processes:

- Help in reviewing expenses and ensuring they align with project budgets.
- Assist in analyzing financial reports in accordance with donor guidelines.
- Support in tracking expenditures and maintaining financial documentation.
- Assist in ensuring compliance with financial agreements and guidelines.

Performing Additional Duties as Assigned:

- Carry out additional administrative and support tasks as required by UNFPA leadership.

Basic Understanding of Child Safeguarding Principles:

- Gain familiarity with child safeguarding principles and assist in incorporating these considerations into various operational processes under guidance.

Qualifications and Experience

Education, Knowledge and Experience:

- Advanced degree in accounting, audit, finance or other related discipline.
- Proficiency in current office software applications. Advanced knowledge of spreadsheets, Google Suits preferable.
- Prior working experience in public sector
- Prior experience in working with ERP system (preferably Oracle based) is an advantage.
- UN common system experience is desirable.
- Knowledge on EU financial reporting and fund management will be considered as an added advantage
- The position requires excellent organizational skills, attention to detail, precision, and accuracy. The incumbent should also possess the ability to formulate business requirements



into logical system specifications and must be able to work in harmony across teams, both internally and externally.

Languages:

- Fluency in oral and written English and national language of the duty station.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change.	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Business acumen,• Implementing management systems,• Innovation and marketing of new approaches,• Client orientation,• Organisational awareness.
<p>Core Competencies:</p> <ul style="list-style-type: none">• 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 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>