

Job Opening Printable Details

▼ General Information

Job Opening ID: 3738
Job Opening Type: Standard
Posting Title: International Operations Manager (iOM), Maternal Mortality/Neonatal Mortality (P-3), Equatorial Guinea
Job Title: Operations Manager
Job Family:

▼ Job Information

Created By: 847626 Sarah Dorothy ATIENO
Created: 29/04/2016
Openings to Fill: Limited
Target Openings: 1
Available Openings: 1
Establishment ID:
Business Unit: UNFPA UNFPA
Company: FPA UNFPA
Department: 41300 Equatorial Guinea - Malabo
Status Code: 010-Open
Status Reason:
Status Date: 29/04/2016
Desired Start Date:
Encumb Date:
Projected Fill Date:
Date Authorized:
Referral Program ID:
Recruitment Contact:

▼ Locations

Location Code	Location	Target Openings	Primary
1390	Malabo		Yes

▼ Recruiting Locations

Recruiting Area	Location	Target Openings	Primary
1005	West and Central Africa	1	Yes

▼ Positions

Position Nbr	Description	Primary
00110182	Int. Operations Manager	Yes

▼ Job Codes

Job Code	Description	Primary
576-10	Operations Manager	Yes

▼ Job Postings

Description	Posting Type	Post Date	Remove Date	Duration
UNFPA Internet	External Posting	03/05/2016	17/05/2016	14

▼ Job Posting Description

Visible: External Only
Description Type: Rotation

Description:

This post is rotational.

DUTY STATION: Malabo, Equatorial Guinea

DURATION: One year (renewable)*

CLOSING DATE: 13 May 2016 (5.00 pm New York time)

[*] No expectancy of renewal in accordance with UN Staff Regulations 4.5]

Visible: External Only

Description Type: Organizational Setting

Description:

Working under the overall supervision of the UNFPA Representative and the direct supervision of the Project Coordinator, the International Operations Manager post is located in the country office. S/he is part of a team that will ensure the technical quality of the Noble Energy EG Ltd-funded project on Maternal and Neonatal Mortality Reduction in Equatorial Guinea, which contributes to achieving the Government of Equatorial Guinea 'Road Map for the Acceleration of the Reduction of Maternal and Neonatal Mortality in Equatorial Guinea, 2008-2025', as well as the 'National Economic and Social Development Plan "2020"'.

Visible: External Only

Description Type: Background Information

Description:

The International Operations Manager works closely with the UNFPA country office and the Ministry of Health and Social Welfare to ensure a functioning, well-managed and results-oriented project in order to facilitate implementation and delivery of project activities, and by providing for the operational needs of the Noble Energy-funded project.

Visible: External Only

Description Type: Main Tasks & Responsibilities

Description:**A. Ensure a smooth functioning, well-managed and results-oriented country office**

- Serving as a member of the Country Management Team, and providing operational support to the Representative and Deputy Representative;
- Overseeing operational and staffing requirements for the country office and its component projects by participating in review meetings and assessing the managerial and operational capacities of implementing partners in collaboration with the programme and technical team;
- Analyzing operational aspects of project inputs under both UNFPA and partners' execution in terms of personnel, equipment, subcontracts, procurement, training, etc.;
- Supervising and monitoring implementation of corporate, financial, procurement, and HR policies and systems, and ensuring adequate training of staff and project personnel on these issues. Ensuring a continuous and up-to-date flow of information between the CO and the RO/SRO and 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 locally and to Headquarters (HQ) in a timely manner on established structures. Seeking advice from HQ when deviation from rules and regulations may be necessary and propose alternative solutions to meet programme and office

objectives;

- Maintaining optimal staffing of office and projects through timely provision and training of human resources (HR) applying HR tools and mechanisms and advising on appropriate contractual modalities. Monitoring implementation by service providers of entitlements (salaries and benefits);
- Maintaining oversight of the timely provision of goods and services for the CO and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluating cost effectiveness and managing the negotiations in connection with eventual agreements;
- Managing CO assets and liabilities and ensuring proper inventory control;
- Participating actively in inter-agency meetings and working groups to 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.;
- Supervising administrative staff at the CO and ensuring established procedures are being followed;
- Reviewing and taking corrective action as appropriate on audit findings;
- Establishing and maintaining a harmonious working environment; seeking to strengthen team-building by encouraging active participation and interaction at all levels; fostering staff development and empowerment.

Work Relations

The OM supervises administrative staff at the CO. Internal contacts include the Representative, Deputy Representative, the CO's programme technical team.

The OM actively participates in local inter-agency coordination to ensure UNFPA's needs in common systems and service issues are met. External partners include other UN agencies, the UN Country Team, vendors, and other non-U partners that are essential to the work of the Operations Office.

Visible: External Only
Description Type: Qualifications and Experience

Description:

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.

Visible: External Only
Description Type: Required Competencies

Description:

Values:

- Exemplifying integrity;
- Demonstrating commitment to UNFPA and the UN system;
- Embracing cultural diversity;
- Embracing change.

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.

Managerial Competencies:

- Providing strategic focus;
- Engaging in internal/external partners and stakeholders;
- Leading, developing and empowering people, creating a culture of performance;
- Making decisions and exercising judgment.

Required Skillset:

- Facilitating quality programmatic results;
- Managing the organization's financial resources;
- Ensuring compliance with ICT standards and applications;
- Ensuring compliance with Organization's Policies and procedures;
- Provide procurement services;
- Ensure facilities and assets management;
- Align human resources management with the organizations strategic direction;
- Attract and develop the regional/country workforce.

Languages:

Fluency in English. Depending on the duty station, working knowledge of another UN language such as French, Spanish, Arabic, or Russian may be required.

Other Desirable Skills:

Initiative; strong conceptual abilities; sound judgment; strong interest in development work, especially the mission of UNFPA; and dedication to the principles of the United Nations.

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Description Type: Compensation and Benefits

Description:

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

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Description Type: UNFPA Work Environment

Description:

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.

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Description Type: Disclaimer

Description:

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Notice to applicants: 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.
