

Terms of Reference

United Nations Population Fund (UNFPA) ESARO

Position Information

POST TITLE: Operations Analyst

CATEGORY: ICS-9 / NOB

POST TYPE: Fixed Term

DUTY STATION: Johannesburg, South Africa

DURATION: One year fixed term initially

ORGANIZATIONAL UNIT: Operations

REPORTS TO: International Operations Manager

Organizational Context:

Under the guidance and supervision of the International Operations Manager (IOM), the Operations Analyst is responsible for assisting the IOM in effective delivery of financial   
services, transparent utilization of financial resources and management of the Regional   
Office (RO) Operations Unit. He/she analyzes and interprets the financial rules and   
regulations, PPM relevant to specified areas of Operations Management.

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| Duties & Responsibilities: |
| Summary of Key Functions:  Operations Analyst assists the IOM in:  Implementation of operational and financial management strategies  Projects’ budget management and organization of the cost-recovery system  Facilitation of knowledge building and knowledge sharing |
| 1. Assists the Operations Manager in implementation of operational and financial  management strategies, and adapts processes and procedures, focusing on the  achievement of the following results:  Full compliance of financial activities, financial recording/reporting system and audit  follow up with UNFPA rules, regulations, policies and strategies; implementation of  the effective internal control, proper design and functioning of the financial resources  management system.  Continuous analysis and monitoring of the financial situation & presentation thereof. |



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| * Elaboration of the framework and conditions of contributions within the RO   resources mobilization efforts.   * Routinely monitors financial exception reports for unusual activities, transactions,   and investigates anomalies or unusual transactions. |
| 2. Assists in managing the project budgets and organizes an optimal cost-recovery  system focusing on achievement of the following results:   * Elaboration of proper mechanisms to eliminate deficiencies in budget management. |
| 3. Assists and ensures proper control of RO accounts focusing on achievement of the  following results:   * Elaboration of the internal expenditures’ control system which ensures that vouchers   processed are matched and completed, transactions are correctly recorded and posted  in Atlas; travel claims and other entitlements are duly processed, receipting of goods  and services and establishment of accruals are properly done in compliance with  IPSAS and UNFPA policies and procedures.   * Manager level 1 in Atlas. * Control of accounts closure * Timely corrective actions on un-posted vouchers, including the vouchers with budget   check errors, match exceptions, unapproved vouchers.  Manage common services and premises arrangements in the RO.   * Operationalize fraud risk assessment for projects and the RO. |
| 4. Assists and facilitates knowledge building and knowledge sharing in the CO focusing  on achievement of the following results:   * Synthesis of lessons learnt and best practices in Finance and Administration. * Sound contributions to knowledge networks and communities of practice. |
| 5. Assists and facilitates period end closure activities:   * Assist supervisor in preparing and administering financial system calendar for month-   end and year-end closures of ATLAS. Ensure that all period end related activities are  performed by the relevant units in a timely and accurate manner. Ensure that all  transactions are either posted or deleted prior to closure. Coordinates reconciliation of Accounts Receivables and Accounts Payable sub modules to General Ledger, investigating  differences and either taking corrective action and where necessary highlighting to  management for action.   * Assist IOM in donor reporting and monitoring CO’s in the Region. |
| 6. Others:  Any other activities or job responsibility or Ad hoc tasks as requested by the organization through the supervisor. |



REQUIRED COMPETENCIES:

CORE COMPETENCIES:

Working in teams

Communicating information and ideas/Knowledge sharing Appropriate and transparent decision-making   
Analytical and Strategic Thinking/Results Orientation Commitment to Excellence

Performance Management

FUNCTIONAL COMPETENCIES:

Business acumen

Implementing management systems

Innovation and marketing of new approaches Client orientation

Organizational awareness

Job knowledge / technical expertise

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| QUALIFICATIONS AND EXPERIENCE REQUIRED: | |
| Education | Advanced (Masters) University Degree in Finance/Accounting,  Business, or finance related discipline or a professional accounting  qualification from an internationally recognized institute of  accountancy. |
| Knowledge  &Experience: | A minimum of 3 years of relevant experience in providing financial  management and accounting advisory services, managing staff and  operational systems Experience in the usage of computers and office  software packages (MS Word, Excel, etc) and advance knowledge of  spread sheet and database packages, experience in handling of web  based management systems and ERP financials, preferably  PeopleSoft.  Experience of IPSAS will have a distinct advantage. |
| Language  Requirements: | Fluency in the National language & English is a must.  Excellent written and spoken communication skills. |

**How to apply:**

All applications should be addressed to **The International Operations Manager** and sent to the following email address: [**jobs.esaro@unfpa.org**](mailto:jobs.esaro@unfpa.org) on or before the **closing date of 30th August 2015.** Alternatively, applications can be hand delivered to the following address:

**UNFPA ESARO**

**Sunninghill Place**

**Block A**

**9 Simba Road**

**Sunninghill**

**Johannesburg**

**All applications are to be accompanied by the attached completed and signed Personal History form (P11 Form), CV, proof of qualifications and cover letter with clear reference to the position being applied for.**