



UNFPA Yemen

Vacancy Announcement

Post title: National Operations Manager

Category: Temporary Appointment

Post number: UNFPA/ TA/Operations/2019/07

Duty station: Sana'a

Duration: 364 Days

The National Operations Manager post is located in one of the Country Offices (CO) and reports to the International Operations Manager. The National Operations Manager provides support in all aspects of CO operations, finance, administration, procurement, information technology, and human resources.

Job Purpose

The National Operations Manager substantively contributes to the effective management of UNFPA resources in the areas of finance, procurement, general administration and information technology.

The National Operations Manager facilitates the delivery of UNFPA's programme by ensuring timely and effective support in achieving results. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The OM serves as the deputy to the IOM in her/his absence from the office and will ensure that operational support to the programme implementation is unhindered.

Duties and Responsibilities

Financial Management

- Ensure strategic and efficient management of office and programme financial resources through planning and tracking of available resources, exercising appropriate financial control and ensuring corporate financial policies are met and reporting structures established and maintained. Advise when deviations from rules and regulations may be required and propose alternative solutions to meet office and programme objectives.
- Supervise Finance Associate staff at the CO to ensure that UNFPA financial rules, policies and guidelines are followed, oversee all aspects of Year-end-Closure exercise for timely completion of key activities;
- Regularly monitor the status of requisitions, open purchase orders and un-vouched receipts, PO errors and advise staff of appropriate actions to ensure that CO dashboard is clean; In addition, observe any irregularities in the OFA and alert programme officer on time to avoid any violation of OFA policies;
- Ensure that CO Financial Accountability Checklists are completed and subsequent certification by the Head Of Office is done as per the deadlines;

- To prepare correspondence to the HQ concerned units (RPBB and FB, FASB and OSC) on the clearance and endorsement of Cost Shared Budgets (Common Services and Security) and highlight any issues to IOM and/or Senior Management;
- Act as one of the CO HACT focal points and participate in the spot checks and assessment of the potential implementing partners together with programme staff.

Administration and Human Resource:

- Support IOM in overseeing and monitoring implementation of corporate, financial, procurement, and HR policies and systems, and ensures adequate training of staff and project personnel on these issues. Ensure a continuous support to IOM in up-to-date flow of information between the CO and the Regional Office and HQ on financial management;
- Liaise with HR Focal Point on Human Resource matters and provide support in maintaining optimal staffing of office and projects through timely provision and training of Human Resources (HR) applying best practice HR tools and mechanisms and advising on appropriate contractual modalities. Monitoring implementation by service providers of HR entitlements (salaries and benefits);
- Maintain 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 negotiations.
- Contribute to the management of UNFPA assets and facilities and Asset Certification;
- Participate 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.
- Ensure that the logistics Units receives all needed information for the completion of Inventory reporting and updating Inventory Tracking System; Supervise staff assigned to undertake the inventory stock taking;
- Act as a deputy in the absence of IOM to ensure continued operations support in the programme implementation.
- Perform any other duty related to the work area assigned by the supervisor.

Job Requirements

Education:

- Advanced degree in Business Administration, Public Administration, Finance, Human Resources, Information Technology or a related field; or
- University degree in the above fields with five years of relevant professional experience

Knowledge and Experience:

- Five years of progressively responsible professional experience in administration, finance or office management.
- Strong analytical and leadership skills.
- Strong verbal and written communication skills.

- Proficiency in current office software applications and corporate IT systems.

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 internal/ external partners and stakeholders
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

Functional Skill Set:

- Managing the organization's financial resources
- Developing ICT standards and applications
- Providing procurement services
- Ensuring facilities and assets management

Languages:

Fluency in English and Arabic is required.

UNFPA offers an attractive compensation package commensurate with qualifications and work experience. UNFPA offers equal opportunities however qualified females are strongly encouraged to apply. **This post is open to applicants of Yemen nationality only.**

Please send your application quoting the vacancy number with covering letter including **P11 FORM**

To: yemen.vac@unfpa.org or to UNFPA Address below:

UNFPA Hadda area – behind L'Azurde Hotel

P.O. Box 7272, Sana'a

Deadline for applications: **29 January 2019**

Please note that only short listed candidates will be considered and notified.