Operations Manager

Job title: Operations Manager
Level: ICS 9 (NO-B)
Position Number: 0010602
Location: Phnom Penh, Cambodia
Full/Part time: Full-Time
Fixed term/Temporary: Fixed Term
Rotational/Non-Rotational: Non-Rotational
Duration: One year (renewable)

The Position:

The Operations Manager leads the operations team, providing advice in all aspects of CO management, operations, finance, administration, procurement, information technology, and human resources, contributing operational expertise to facilitate programme and project implementation.

You will report to the Assistant Representative under overall supervision of 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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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 Operations Manager (OM) ensures a fully accountable, well-managed and results-oriented Country Office (CO). You will contribute your operational expertise to facilitate programme and project implementation in close collaboration with the CO’s programme staff. Participating in inter-agency coordination, you will foster a collaborative, client-oriented approach towards the CO’s programme team and UN community, supporting effective communication and cooperation with Headquarters (HQ).

You would be responsible for:

- Assessing operational and staffing requirements for implementation of the country programme, ensuring optimal staffing of office and projects through timely recruitment and training of personnel.
- Supporting the achievement of programme and project results through your operational expertise, including personnel, sub-contracts, procurement, fellowships and other project-related events.
- Ensuring strategic and efficient management of financial resources through; tracking of available resources, ensuring financial policy compliance, establishing reporting structures, advising when deviations from regulations may be required and proposing alternative solutions to meet outcomes.
- Overseeing and monitoring the implementation of corporate, financial, procurement, and HR policies and systems; ensuring personnel are trained on these.
- Ensuring a continuous flow of up-to-date information between the CO and the Regional Office/ Sub-Regional Office and HQ.
- Supervising administrative staff at the CO including monitoring implementation by service providers of HR entitlements (e.g. salaries and benefits).
- Maintaining timely provision of goods and services for the CO; managing negotiations following established procedures, regarding review and awarding of contracts.
- Overseeing the management of UNFPA assets and facilities.
- Participating in inter-agency meetings to ensure UNFPA interests are reflected in activities related to e.g. common services and premises, financial arrangements and security.

Qualifications and Experience:

Education:

Advanced degree in business administration, public administration, finance, human resources, information technology or other related discipline. Preference of a Master’s degree in business administration, public administration, finance, technology, information, economics or related field.
Knowledge and Experience:

- Five to eight 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. UN systems and processes an asset.

Languages:

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

Required Competencies:

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<tr>
<th>Values:</th>
<th>Functional Competencies:</th>
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<tr>
<td>• Exemplifying integrity,</td>
<td>• Managing the organization’s financial resources</td>
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<td>• Demonstrating commitment to</td>
<td>• Developing ICT standards and applications</td>
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<td>UNFPA and the UN system,</td>
<td>• Providing procurement services</td>
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<td>• Embracing cultural diversity,</td>
<td>• Ensuring facilities and assets management</td>
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<td>• Embracing change</td>
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<th>Core Competencies:</th>
<th>Managerial Competencies:</th>
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<td>• Achieving results,</td>
<td>• Providing strategic focus,</td>
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<td>• Being accountable,</td>
<td>• Engaging in internal/external</td>
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<td>• Developing and applying professional</td>
<td>partners and stakeholders,</td>
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<td>expertise/business acumen,</td>
<td>• Leading, developing and empowering</td>
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<td>• Thinking analytically and strategically,</td>
<td>people, creating a culture of</td>
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<td>• Working in teams/managing</td>
<td>performance</td>
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<td>ourselves and our relationships,</td>
<td>• Making decisions and exercising</td>
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<td>• Communicating for impact</td>
<td>judgment</td>
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Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary, 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