

SENIOR OPERATIONS OFFICER

Post Number : 6SNADM0006RP, 5LBADM0006RP, 3CLADM0006RP

Grade : P-4

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Beirut, Dakar and Santiago

Job Family: Administration

Type of contract : Fixed Term

Duration of contract : 2 years, renewable

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 05-JAN-2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

The Senior Operations Officer is responsible for providing a range of operations management and oversight activities to the UNESCO Regional Office, and the National Offices and Antennas under its jurisdiction. S/he reports directly to the Director of the Regional Office with a functional reporting line to the ADG/ADM. On matters of financial internal control, s/he receives a delegated authority from the Chief Finance Officer as certifying officer. S/he will receive policy guidance/ instructions from the UNESCO's Corporate Services and Programme Sector ADGs on their respective areas of responsibilities. S/he will be assisted in the discharge of his/her duties by the Administrative Support Section, as required. S/he provides guidance/support to, and coordinates closely with, the Operations Units in the National Offices located within the Regional Office's jurisdiction.

Specifically, the incumbent will be responsible for the following:

1. Implement corporate operational strategies and policies

- Ensure that operations within the Regional Office and the National Office and Antennas under the Regional Office's jurisdiction, comply with UNESCO's rules and regulations.
- Provide advice on operations management matters to the Regional Director and the operations units in the countries under the Regional Office's jurisdiction
- Oversee operations teams, conduct compliance checks, analyze learning needs and implement training plans in the Regional Office and the Operations Units of National Offices and Antennas under its jurisdiction.
- Foster networked cooperation among operations teams, analyse processes, identify improvement opportunities and propose development of house-wide initiatives.
- Coordinate with United Nations regional development system of the corresponding major geographical area on operations management matters, with a view to ensuring UNESCO's adequate engagement in joint UN regional operations initiatives and mechanisms. Advocate for, contribute to and influence regional joint operations UN initiatives, ensuring that UNESCO's interests are duly taken into account.

2. Plan, manage and monitor execution of financial resources

- Advise the Regional Director on and contribute to the budget preparation process (C/5 documents and related work plans, as well as projects financed by voluntary contributions).

- Ensure strategic and efficient management of financial resources in the countries under the Regional Office's jurisdiction, in close coordination with National Offices Operations Units.
- Draft the Region's operational budget and manage the corresponding regional budget allocations.
- Monitor execution of Regular Budget and voluntary contributions and advise the Regional Director on their revisions.
- Act as certifying officer, monitor compliance to UNESCO's financial rules, regulation, policies and procedures within the region and ensure that internal control systems are adequate and functioning.
- Ensure that managers in the regional office, its antennas and national offices under its jurisdiction are fully aware of financial and accounting principles, methodologies, rules and procedures and facilitate their training as may be required.
- Provide advice and guidance to managers of the Regional Office, National Offices and Antennas under its jurisdiction, on donor reporting and liaise closely with Headquarter services to ensure donor reports are prepared in a timely manner in line with the terms of the funding agreements signed with donors.

3. Manage and oversee operational support for programme delivery

- Oversee day to day operations within the office, including finance, budget, procurement, human resources, information technologies and logistics.
- Oversee the implementation of regional procurement strategies, with the aim to harmonize practices, take advantage of economies of scale and ensure value for money for the Organization.
- Supervise the maintenance, upkeep and operation of the premises, facilities and installations, keeping risks to a minimum.
- Assist and advise the Regional Director in the negotiation of lease agreements and in the identification of proper locations and local arrangements for Antennas and in their establishment.
- Ensure that UNESCO's assets and property are correctly recorded, controlled and safeguarded.
- Constantly monitor and analyse the operating environment within the countries under the Regional Office's jurisdiction and timely implement readjustments as necessary.
- Provide sound advice and operations backstopping support to national offices within the Regional Office's jurisdiction.
- Act as operational security focal point; assist the Regional Director in ensuring compliance with prevailing UN Common security and UNDSS policies, procedures and standards.

4. Contribute to the implementation of the human resources strategy

- Advise the Regional Director on human resources related matters, in accordance with UNESCO's rules, regulations, policies and procedures, and in close consultation with concerned Corporate Services.
- Advise the Regional Director on the elaboration of the staffing plan for the countries under the Regional Office's jurisdiction, in close collaboration and consultation with relevant Corporate Services and Sectors, and monitor its implementation.
- Oversee day to day HR issues within the office and ensure appropriate and timely actions are implemented.
- Develop an on-going regional plan for learning and development for the staff of the Office, its Antennas and national offices under the Regional Office's jurisdiction, with particular emphasis

on training in all fields of relevance to the operations units in close collaboration with relevant Corporate Services.

5. Support the Organizational Resilience Management System

- Assist the Regional Director in the implementation of the risk management process in the countries within the Regional Office's jurisdiction.
- Identify, assess, treat, monitor and escalate risks related to operations and contribute to the maintenance of the risk register.
- Ensure that harmonized and effective internal control systems are implemented throughout the region.
- Contribute to general risk management awareness through regular communications across the operations units of the Regional Office, the National Offices and Antennas under its jurisdiction.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Advanced university degree (Master's or equivalent) in the field of finance, business administration, management or related disciplines.

Work Experience

- Minimum seven (7) years of relevant professional experience in management, finance, administration, operations or related areas of which preferably three (3) years acquired at international level.
- Experience leading and managing the performance of teams.
- Experience in developing and implementing innovative initiatives to improve operations.
- Experience in contributing to UN working groups and teams, including participation in the Business Operation Strategy (UN BOS).

Skills and Competencies

- Knowledge and understanding of institutional UNESCO mandates in the country.
- Excellent knowledge of operation, finance, procurement, human resources, ICT, and security systems and processes.
- Excellent communication, leadership and negotiation skills.

- Excellent decision-making and problem solving skills.
- Ability to build networks and partnerships and to participate in negotiations and influence decision-making.
- Ability to lead business process improvements and implement change management approaches.
- Ability to analyze operations, identify risks and opportunities, propose mitigation measures and to establish adequate monitoring frameworks.
- Excellent IT skills and knowledge of Enterprise Resources Planning tools for financial, human resources or administrative management.

Languages

- Excellent knowledge (spoken and written) of English or French.

DESIRABLE QUALIFICATIONS

Work Experience

- Experience working in UN or similar international organizations.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian and/or Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

The approximate annual starting salary for this post differs for each duty station.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with

disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

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