

OPERATION OFFICER

Post Number : OPS 225

Grade : P-3

Parent Sector : Sector For Administration and Management (ADM)

Duty Station: Paris

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) : 12-OCT-2023

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

OVERVIEW OF THE FUNCTIONS OF THE POST

The Operation Officer is responsible for providing a range of operational management support activities to the Division of Operations and reports directly to the Executive Officer with a functional reporting line to the Director of Operations (DIR/ADM/OPS). He/She will give appropriate and consistent interpretation and application of operations policy and procedures implemented to support activities covered by the mandate of the Division.

In particular, the incumbent will be expected to perform the following activities:

PROPERTY MANAGEMENT AND MAIL DISTRIBUTION

- Maintain proper Property Management systems for accurate tracking of fixed assets and small attractive items.
- Carry out periodical physical inventory, correct any anomalies on timely basis and proceed data reconciliation to ensure the data in the system is up to date and accurate.
- Coordinate and liaise with focal points on property management across the Organization and provide guidance and training on property management whenever required.
- Report and suggest any areas for improvement that could simplify and/or improve the efficiency of the process.
- Supports the Contracts Committee (acting as property survey board) with the implementation of its recommendations and the improvement of asset utilization and disposals
- Provide daily supervision on Asset and Mail Distribution unit

CONTRACT MANAGEMENT OF OUTSOURCED SERVICES

- Provide effective administration of contracts on outsourced services such as Cleaning, Catering, Gardening, Property Insurance throughout the creation and implementation stages.
- Ensure that services are delivered with the agreed performance and quality level by setting up monitoring measures such as KPIs and Annual workplan with the service providers. Perform regular and periodical checks to verify that the all contractual obligations are met.
- Maintain and develop an open and constructive relationship with the service providers. Keep smooth communication with service providers so that any areas of concerns can be addressed on timely basis and action can be taken proactively.
- Coordinate with other cooperate services to maintain a transparent, harmonised and efficient internal procedure on the administration of various aspects of the contracts.
- Act as focal point on the outsourced services for UNESCO and to report and suggest any changes on business requirement that might improve the content of the contract as well as the better delivery of the services.

OTHERS

- Provide backstopping support to other activities of the Section such as Transport and Fleet Management and data analysis and reporting.

COMPETENCIES (Core / Managerial)

Communication (C)
Accountability (C)
Innovation (C)
Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Managing performance (M)
Teamwork (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, Accounting, Economics, or closely related discipline

Work Experience

- Minimum of 4 years of progressively responsible relevant professional experience in management, finance and administration or related field areas of which preferably 2 years at international level.

Skills and Competencies

- Strong analytical, problem solving, organizational and coordination skills.
- Ability to express clearly and concisely, ideas and concepts in written and oral form.
- Ability to provide policy advice and assistance to decision makers.
- Excellent interpersonal and communication skills.
- Capacity to diagnose and resolve multiple and concurrent problems.
- Demonstrated capacity to interpret strategy into priorities and actions.
- Familiarity with the work and general functioning of international organizations and/or the UN System.

Languages

- Excellent knowledge (written and spoken) of French or English and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Work Experience

- Professional experience in the United Nations System or another international organization in the field of public administration.
- Professional experience in the Field Office will be a plus.

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 starting annual salary for this position is USD 99 451.

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 applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain 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. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented

Member States ([last update here](#)) 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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