

# MLPP 2023\_OPERATION OFFICER

Post Number : MLPP 2023\_OPS 199

Grade : P-3

Parent Sector : Division of Operations (OPS)

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) : 15-NOV-2023

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

## OVERVIEW OF THE FUNCTIONS OF THE POST

**This position is part of the Mid-Level Professionals Programme (MLPP). We strongly encourage applicants from non- and under-represented Member States to apply.**

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:

### TRANSPORT AND FLEET MANAGEMENT

- Provide input and oversight on the implementation of UNESCO travel and transportation policy and contracts globally to ensure cost-effective solutions.
- Monitor the travel management companies (TMC), the business travel account (BTA), the shipping companies and the transportation services to ensure compliance with the terms of the contract for the best interests of the organization. Effectively manages the communication with the external business partners and leads the closing of contracts.
- Provide advice to staff members with respect to the regulations, rules, policies and procedures on UNESCO travel and transportation. Conduct training and/or information sessions to staff.
- Manage the internal communication with all the concerned stakeholders on travel and transportation and ensures the maintenance and update of the Unit intranet page.
- Participate to the analysis of business needs, the planning, launching and implementation of effective travel and transportation management tools.
- Provide daily supervision on Fleet management unit.

### DATA ANALYSIS AND REPORTS

- Provide regular and ad hoc budget, financial and human resources information to the Executive Officer/Director of the Division on to support informed decision-making.
- Monitor execution of both Regular Budget and Revenue Generating Funds Special Account and ensure that the principle agreed on the use of these budgets are properly followed and advise Executive Officer/Director of the Division on any anomalies and corrections to be made, as well as

any necessary revision in relation to the original budget workplan.

- Review and analyze financial data with respect to cost estimates and budget proposals for OPS income generating activities and identify opportunities for improvement of areas where new approaches to income generating activities management could be developed.
- Collect, organize and interpret statistical information on different activities managed by OPS such as P-Card, Removal lumpsum etc., to identify trends and to produce reports on information generated to managers for decision making purpose.

#### OTHERS

- Provide backstopping support to other activities of the Section such as Property Management, Contract management of outsourced services.

#### **COMPETENCIES (Core / Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Teamwork (C)

Managing performance (M)

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 English and working knowledge of French.

## 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 annual starting salary for this post is 99 451 US \$.

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.*