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For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Operations Manager, P-3, Nairobi, Kenya Regional Office

Vacancy No: E-VN-2015-001641

Job Level: P-3

Duty Station: Nairobi

Position#: 00092156

Country: Kenya

Application Close: 04-Aug-15

Region: ESARO

Contract Type: Long-term Staff (FT)

Purpose of the Position

As part of the Regional Operations team, the incumbent of this post will be accountable for management of cost effective, efficient and secure operations, in support of country offices in the ESA region in the areas of risk management and operations. The incumbent will also manage ESARO's office related administrative requirements, such as Vision rights, office space and administrative processes.

Key Expected Results

1. Effective operations of financial, human resource and administrative management

- Manage and ensure the effective, equitable and efficient operations of the regional office's institutional budget to support and facilitate the attainment of goals and objectives by meeting changing operational requirements.

2. Policy interpretation and application

- As technical professional and manager, accountable for the correct and consistent application of organizational policies and procedures in the management of finance and administrative functions through the provision of technical leadership and operational support country offices.

- Contribute to global and regional strategic planning and policy changes/formulation on operational matters as necessary; provide technical input to contribute to the establishment of operational guidelines in close coordination with the Operations Manager, the Regional Operations Officer and DFAM.

- Implement the effective communication, training, roll-out, of risk management, guidelines and best practices.

3. Fiduciary integrity/responsibility for funds and assets

- Safeguard the financial resources entrusted to the office by advising on and/or managing financial assets and financial planning activities and by recommending improvements to the financial and administrative management systems and procedures, in the regional office and in country offices.

- Ensure efficient, cost-effective and transparent utilization of resources through knowledge and technology transfer between offices and consistency of approaches.

4. Leadership in strategic planning and policy formulation in the areas of operations



- Play a support role in strategic planning and decision-making within the UNICEF ESARO, provide sound professional input and oversight to the development, reform and change of financial, human resource and administrative policies, systems and procedures.
- Participate in effective management process by providing technical advice and support to corporate committees, as defined in ESARO.

5. Office Services

- Ensure the provision of basic office-services including space management, equipment, communications and security to enhance staff safety and productivity.
- Under the ESARO - Kenya Country Office common services agreement, support approaches for enhancing UN common services to attain efficiencies and effectiveness.

6. Compliance and Internal Control

- Monitor and support the management of the budget process. Ensure all other operational reporting requirements are fully met for the office. Monitor compliance with all operational systems and procedures and ensure integrity in all financial, and other administrative operations of the office.
- Provide support in the area of regional management indicators; ensure all other operational reporting requirements are fully met for ESARO; in collaboration with the Operations Manager and the Regional Chief Operations, ensure the implementation of agreed audit recommendations; advise on corrective measures to be taken and establish relevant internal controls. Develop training activities to ensure effective operational performance and efficiency.

7. Staff Learning and Development

- Support the development of training activities to ensure effective risk management performance and efficiency in country offices. Support the development and implementation of effective staff learning and development programme activities for both programme and operations staff on risk management matters for capacity building. Plan and conduct risk management workshops for staff competency building, staff development and learning.

8. Risk Management Coordination and Collaboration

- Maintain database of 21 ESA countries on key risks, mitigating activities and other related areas. Ensure the adequate update, monitoring and review of the risk management database. Develop regular reports highlighting the risk profile of countries as well as trends in risk management. Ensure the timely information to the regional management on red flags and advise on actions.
- Cooperate and coordinate with other country offices on risk management related activities. Build a risk management community of practice to ensure latest best practices and approaches to risk management and risk informed programming.
- Advise country office operations managers on financial, programmatic and resources risks. Ensure the cross-fertilization of mitigating strategies and approaches to better manage risks at the country office level.
- Coordinate/liaise with the regional team and HQ Divisions to support policy formulation in the area of risk management. Make substantive recommendations on the improvement of systems and internal controls, planning and restructuring and resolution of sensitive issues and problems, taking into account the prevailing conditions in the locality.

Qualifications of Successful Candidate

- An advanced university degree (Master's) in Accounting, Business Administration, Financial Management, Economics, or a directly-related technical field(s) is required. A valid professional certification (CA; CPA; etc.) from an accredited chartered accountancy institution, in conjunction with a relevant first-level (Bachelor's) university degree in a directly-related technical field (as identified above), may be taken in lieu of an advanced university degree.
- A minimum of five (5) years of relevant experience, at the national and international levels, in office management, finance, budget, accounting, human resources, supply and/or administration is required.



- Work experience in an emergency duty station is considered an asset.
- Fluency in English (verbal and written) is required. Knowledge of an additional UN Language (Arabic, Chinese, French, Russian, Spanish) is considered an asset.

Competencies of Successful Candidate

- Communicates effectively to varied audiences, including during formal public speaking.
- Consistently achieves high-level results, managing and delivering projects on-time and on-budget.
- Creates and encourages a climate of team-working and collaboration in a multi-cultural environment.
- Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.
- Demonstrates and shares detailed technical knowledge and expertise.
- Translates strategic direction into plans and objectives.
- Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.
- Sets clearly defined objectives and plans activities for self, own team or department.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.