**Operations Manager UNFPA Lesotho**

**Job title: Operations Manager**

**Level: NO-C**

**Position Number: 00086005**

**Location: Maseru, Lesotho  
Fixed term/Temporary: Fixed Term**

**Duration: One year (renewable)**

**The Position:**

Under the direct supervision of the UNFPA Representative, the Operations Manager will work closely with the UNFPA country office staff national systems and tools to deliver development results.

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. The Operations Manager provides leadership and advice in all aspects of CO management and operations, finance, administration, procurement, information technology, and human resources.

**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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 ensures a fully accountable, well-managed and results-oriented Country Office (CO). S/he will contribute your operational expertise to facilitate programme and project implementation in close collaboration with the CO’s programme staff.

S/he analyzes and assesses relevant political, social and economic trends and provides substantive inputs to programme formulation, monitoring, and evaluation within national development frameworks and the UN context. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

While participating in inter-agency coordination, s/he will foster a collaborative, client-oriented approach towards the CO’s programme team and UN community, supporting effective communication and cooperation with Headquarters (HQ) and ESARO.

**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.
* Maintains oversight of the timely provision of goods and services for the CO and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluating cost effectiveness and managing negotiations.
* 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.
* Supervise the implementation of corporate financial, procurement and Human Resources systems and ensure adequate training of staff and Implementing Partners on these issues. Ensure a continuous and updated flow of information between field and headquarters;
* Ensure a continuous flow of up-to-date information between the Country Office, the Regional Office and Headquarters.
* Maintain oversight for the timely provision of goods and services for office and projects following established corporate procedures regarding sub-contract review and awarding of contracts, evaluate cost effectiveness and manage the negotiations in connection with agreements.
* Examine requests for payments and advances, Purchase Orders and Requisitions, payments and other financial/administrative matters to ensure they are well supported, and adhere to the correct policies and procedures;
* Oversee the management of UNFPA assets and liabilities and ensure proper inventory control measures in place.
* Participate in inter-agency meetings including OMT, to ensure that UNFPA interests are reflected in common system activities related to common services and premises, cost-recovery, and cost-sharing arrangements, privileges and immunities, and salary surveys, security etc.

**Qualifications and Experience:**

**Education:**

Masters degree in business administration, public administration, finance, human resources, information technology or other related discipline.

**Knowledge and Experience:**

* At least 7 years of proven relevant progressively responsible work experience in administration, human resource management, finance, budget, information technology in a similar international environment.
* Proven prior experience of managing and applying Policies, Procedures related to human resource management, budget monitoing financial management, programme management, assets, procurement etc.
* Proficiency in understanding and use financial software applications including word processing, spreadsheet software programme, and other computer applications.
* Strong analytical and leadership skills; demonstrated writing and oral communication skills;

**Languages:**

Fluency in written and spoken English

**Required Competencies:**

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

**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>

**How to Apply:**

Interested candidates should submit their applications through <https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/5290/?utm_medium=jobshare> on or before Thursday the **8th September 2022**

Only shortlisted candidates will be contacted