



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Operations Manager**  
Supervisor Title/ Level: Deputy Representative  
Operations  
Organizational Unit:  
Post Location: Bangladesh Country Office

Job Level: P-3  
Job Profile No.:  
CCOG Code: 1A12  
Functional Code: OPE  
Job Classification Level: P-3

### II. Organizational Context and Purpose for the job

The fundamental and primary mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in child survival, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

#### **Strategic office context:**

The Operations function is a strategic Business Partner role, assuring the best use of UNICEF assets in alignment with sound management practices, office priorities and goals to deliver results for children.

The Generic Job Profile for an Operations Manager, at the P3/NOC level, can be used in a small to medium size UNICEF country office as the head of operations, or in a large zonal office, typically reporting to the Head of Office/Zone at P5/P4 level.

#### **Purpose of the job** *(Please outline the overall responsibility of this position)*

As a Strategic Business Partner, the incumbent will be accountable for operations functions, facilitate change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in specific operational contexts. Operations Manager will accomplish this by:

- Facilitating services in the functional areas of operations support: budget, financial management and reporting, facilities management, administration, supply and logistics management, information and communications technology, human resources, and safety and security;
- Supporting the line manager to implement career development, opportunities for staff;

- Acting as a member of the Country and Senior Management Teams, representing the organizational risks, governance systems and policies, and promoting results based management.
- Understanding business needs for the office, to anticipate challenges, propose viable/creative solutions aimed at value for money.
- Providing key contribution to CPD, CPMP, AMP and support to Results Based Management and implementation using Value for Money criteria.
- Promoting the fundamentals of ICT management, information security and controls;
- Supporting supply and logistics strategies and interventions to meet programmatic needs while ensuring Value for Money (VfM), including procurement of fit for purpose products and services, and providing advisory support to governments, national systems and partners on supply chain management;
- Supporting the country office during external and internal audit reviews and responding to audit observations and monitoring implementation of recommendations.
- Providing regular feedback on risks and achievements of operations functions in the office;
- Leading on facility management with a specific focus on inclusive accessibility, eco sustainability and common premises;
- Monitoring business transactions processed by GSSC from a perspective of Efficiency, Performance, Risk Management and Fraud prevention
- Supporting the management of PSFR operations and promoting efficiency across systems and processes, where applicable.

The Operations Manager will be entrusted with the following five pillars, the core focus of all operations functions: Valuing People, Valuing Money, Valuing Risk Management, Valuing Systems and Structures, Valuing Partners.

### **III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

#### **Valuing People: Develop people resources to promote technical competence and foster career progression and retention of a “fit for purpose”/ agile workforce**

- Facilitate an environment of management excellence, staff well-being and accessibility and inclusion through implementation of strategies, policies, procedures.
- Implement solutions and advise to office management on people management and office culture.
- Coordinate the human resource development and resourcing strategies to bring about changes in knowledge, skills, abilities and mind sets for Operations staff.
- Keep abreast of industry standards in management and finance and share best practices and knowledge learned within the office.
- Support Excellence in Operations in UNICEF derived from the five strategic pillars.

#### **Valuing Money: Champion strategic resources to achieve organizational goals and ensure Value for Money (VfM)**

- Ensure effective identification and use of resources in various concrete Value for Money (VfM) areas, including eco-efficiency and inclusivity, common premises, costing, results-based budgeting financial monitoring etc.
- Support Business Units on options to generate greater VfM.
- Lead the financial oversight management, monitoring and reporting of all the country programme budget - and where applicable private sector fundraising budgets; make analysis and recommendations for Representative's and Deputy Representative's to take risk informed decisions.
- Implement various modalities of valuing resources through financing modalities such as budgeting and pre-financing modalities for supplies, cash-based transfer etc.
- Oversee implementation of Supply plan for the office and stay abreast of the regional strategies.

**Valuing Risk Management: Enhance Risk Management to increase organizational performance and strengthen internal control**

- Support the office with up-to-date information to make operational and programmatic risk informed decisions and improve performance, with the support of the enterprise Governance, Risk and Compliance (eGRC) platform.
- Update and participate in testing of business continuity plans to ensure UNICEF organizational resilience to disaster and risks and staff safety and security as well as Emergency Preparedness and Response to humanitarian situations.
- Review internal controls and policies/guidance included in the Regulatory Framework, provide oversight of appropriate implementation of policies and procedures and provide feedback on policy and internal controls as appropriate.
- Support implementation mandatory anti-fraud systems, processes and actions, and share anti-fraud achievements within the office.
- Facilitate mitigation of risks of engagement with external partners via appropriate, risk-informed due diligence.

**Valuing Systems and Structures: Ensure further operational centralization and optimization for maximized efficiency gains**

- Review and recommend simplification of Operations processes to minimize cost, reduce duplication of work and maximize efficiencies while creating an environment of smarter controls to render the organization agile, resilient and ready to respond to programme needs.
- Facilitate compliance with systems by building awareness and capacity of users, explore new ways of working - including in the context of SG Reform – and continuously improve IT-enabled business processes to increase productivity and collaboration, better knowledge management, and ensure effective use of UNICEF assets.
- Provide key contribution to CPMP and review operational structures in collaboration with Regional Chiefs of Operations and the Strategic Business Support unit in DFAM.

**Valuing Partners: Strengthening internal and external-facing partnerships and leveraging UNICEF's oversight and understanding of financial management across all areas of the office.**

- Provide technical support and recommendations on HACT implementation, including, advice approach to undertaking spot checks, follow-up actions required on result of financial assurance activities; the use and collaboration with the Supreme Audit Institution; and use of micro-assessment results including the appropriate level of capacity building in financial management.
- Partner with Programme by providing advice and recommendations on programme budgeting through contribution in programme document and support the financial impact analysis and determination of refund and amounts owing to the CSO.
- Support UNICEF Office resource mobilization partners from donor negotiation and formulation of partnership agreements and contracts through written financial reporting, resolve discrepancies and ensure donor accountability and transparency.
- Foster a positive and enabling operations environment that supports private sector fundraising and solution-focused engagement (where applicable).
- Engage as effective stakeholders in the UN Reform, facilitating Business Operating Services (BOS) and proactively paving the way for a potential "one back office" in country offices.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The ability of the Operations Manager to effectively implement the operations functions for the efficient delivery of related services, directly impact on program performance, resource mobilization and delivery of results for children. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds and

resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results in regular and emergency settings.

The ability of the Operations Manager to support assessment, mitigation, monitoring, review and reporting on the most significant risks that could potentially harm the organization, is a critical element of UNICEF's risk and internal control performance management framework. Risk management skills are necessary to safeguard UNICEF's reputation, resources, continuity of operations and reputation to fulfill our primary mission to save and protect children, globally.

## V. UNICEF values and competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

### Core Competencies (For Staff without Supervisory Responsibilities) \*

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

Other skills

- Emotional Intelligence
- Managing complexity and change

## VI. Recruitment Qualifications

Education:	An Advanced University Degree (Master's and above) in one of the following areas is required: Business management; Financial management; Accounting; Public Finance; and related operations function (Supply Chain, Human Resources, Information Technology, International Business, Project management, etc.) is required or a full professional accounting designation (CA, ACA, ACCA, CPA, CIMA, CPFA, Expert Comptable) from an internationally recognized institute/body of accountancy with valid membership in good standing is required."
Experience:	<p>A minimum of 5 years of professional experience, at the national and/or international level, is required, specifically in implementing organizational initiatives in one or more operations management area including budget; financial management and reporting; facilities management; administration; supply and logistics management; information and communication technology; human resources.</p> <p>Prior experience in the development sector or UN system/ international NGOs would be an asset.</p> <p>Additional experience in one or more of the following areas, would be desired:</p> <ul style="list-style-type: none"> <li>• Audit and investigations</li> <li>• Safety and security</li> <li>• Grant Management</li> <li>• Enterprise Risk Management</li> </ul> <p>Experience in a UN system agency, large private or public company, or experience working in a developing country and/or humanitarian/ emergency context is an asset.</p> <p>For country offices with a significant private sector fundraising operation, prior experience working with or in the private sector, and supporting private sector fundraising, is desirable</p> <p>Experience in working with corporate ERPs (Enterprise Resource Planning) and IPSAS (International Public Sector Accounting Standards) is highly desirable.</p> <p>Knowledge of Results Based Management is a requirement.</p> <p>Experience in supporting successful client-oriented work units is an asset.</p> <p>Familiarity with Microsoft Office applications is required.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

## Child Safeguarding Certification

(to be completed by Supervisor of the post)

**Child Safeguarding** refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <hr/> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <hr/> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>
<p>5. Is this an Assessed risk role**?</p> <p><i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>

<sup>1</sup> Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.