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|  | **UNITED NATIONS CHILDREN’S FUND****SPECIFIC JOB PROFILE** |
| **I. Post Information** |
| Job Title: **Operations** **Associate on TA**Supervisor Title/ Level: **Budget and Finance Officer, NOB**Organizational Unit: **Operations**Post Location: **Tajikistan Country Office** | Job Level: **G-6**Job Profile No.: CCOG Code: Functional Code: **OPS**Job Classification Level: **G-6** |
| II. Organizational Context and Purpose for the job |
| The fundamental 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 the health, 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.**Job organizational context** The Specific Job Profile for an Operations Associate, at the G-6 level, is to be used in a UNICEF Country Office, reporting to Budget and Finance Officer with dotted reporting line to Admin/HR Officer.**Purpose for the job** The Operation Associate will be responsible for providing a variety of specialized tasks in finance and HR, ensuring accurate and timely delivery that is in compliance with UNICEF rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.  |

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| III. Key functions, accountabilities, and related duties/tasks |
| **Summary of key functions/accountabilities:**  |
| 1. **Finance & Budget:**
* Supports the Finance Associate in liaising with officials of local banks to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations, and matters pertaining to maintenance of office bank accounts. This includes preparation of payment orders through online banking and submission of invoices through service gateway, including the review of monthly financial schedules.
* Prepares detailed cost estimates for operation needs, raising soft commitments, monitors the budget and prepares cost analysis for operations.
* Support in raising and reconciling common services bills.
* Assists with maintenance of e-tools, HACT assurance monitoring, budget reallocation, rephase and Cost Distribution.
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| 1. **Support HR team in recruitment and placement of consultants:**
* Supports preparation and circulation of internal and external advertisements.
* Liaises with candidates in the various stages of the recruitment process.
* Supports consolidation of technical and financial evaluation scorings.
* Prepares formal acknowledgement, offer and regret letters.
* Initiates and follows up on reference checks and academic verifications when required and ensuring the completion of other background checks.
* Supports onboarding of consultants and contractors.
* Monitors life-cycle of recruitment process to update supervisor as necessary.
* Support the team with other HR tasks, including, but not limited to onboarding and offboarding new staff and development of the e-portal for onboarding of newly recruited staff.
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| IV. Impact of Results  |
| The efficiency and efficacy of the Operations Associate directly impacts on the efficiency of UNICEF Operations, which in turn facilitates management oversight, decision making and quality control.  |
| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**ii) 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)
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| **VI. Recruitment Qualifications** |
| Education: | Completion of secondary education is required with professional/university level courses in Accounting and Finance/Business administration, or HR considered as an asset.  |
| Experience: | A minimum of five years of clerical experience in the area of finance/accounting or HR is required.  |
| Language Requirements: | Fluency in English and Tajik is required. Knowledge of Russian language is an asset. |