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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND**  **GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** | |
| Job Title: **Finance and** **Admin Manager**  Supervisor Title/ Level: **Deputy Rep. Operations P5**  Organizational Unit: **Operations**  Post Location: **Bangladesh CO** | Job Level: **Level 4**  Job Profile No.:  CCOG Code:  Functional Code: **ADM/FIN**  Job Classification Level: **Level 4** |

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| 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**  Under the general guidance of the Deputy Representative Operations, the Finance and Administration Manager will be responsible for ensuring effective, equitable, efficient delivery of high-quality support in the operational areas of finance, accounts and administration. The incumbent will also guide and lead a team to manage and deliver added value services in support of the country programme in Bangladesh, putting a clear focus on strategic operations. This implies that adding value to the support to programme delivery, namely through innovative approaches, development of new partnerships (or strengthening of existing ones) and streamlining of processes, should be at the heart of the daily work.  This position is newly created and will require some strategic thinking to bring together the administration and finance part of operations, looking for internal synergies among the two units and across operations in Dhaka and Cox’s Bazar field office. Instilling a culture where staff members develop a risk-based approach in daily activities is also expected from the incumbent.  **Purpose of the job**  The function has a strong strategic component as the incumbent is expected to deliver on strategic operations, in the areas of finance and administration.  The incumbent will be responsible for planning and guiding the high quality and added value work of the section in compliance with International Public Sector Accounting Standards (IPSAS), UNICEF Administrative and Financial Regulations and Rules, policies, procedures, guidelines, standards of accountability, and ethics. |
| III. Key function, accountabilities and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. Policy, procedures, and strategies 2. Budget management 3. Control of accounts 4. Treasury and cash management 5. DCT Management and HACT 6. Administrative support & Property management 7. Contract management 8. Partnership, coordination and collaboration 9. Knowledge and capacity building |
| 1. **Policy, procedures and strategies**  As a technical professional and manager, the incumbent is responsible for the application of policies and procedures in the management of administrative and financial functions by providing technical direction, advice, and support to the national and field offices, as appropriate. S/he will contribute to global, regional, and country strategic planning and policy changes/formulations on administrative and financial issues, as appropriate; and provide technical input to help establish administrative and financial guidelines in close coordination with the Deputy Representative Operations, GSSC and DFAM.  **2. Budget preparation, implementation and monitoring**  Provide inputs and oversight into the financial needs and work in close coordination with the Deputy Representative Operations and budget staff to ensure that objectives are met for smooth operations of the Country and Field offices.  Manage the budget to ensure that objectives stipulated early in the fiscal year are met and closely monitored. Recommend and prepare estimates on office premises, supplies and equipment requirements for budget preparation purposes. Assists Field offices in the establishment and maintenance of administrative services. Prepare, monitor, and control the administrative budget.  **3. Control of accounts**  Process and/or review (as per delegated authority) the accurate and timely submission of payments ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues. This includes dialogue and follow up with the GSSC to facilitate timely processing of financial transactions.  Lead the process of GL open item management by Finance staff and ensure all month end, mid‐year and year end closure activities for Bangladesh accounts are completed as per DFAM deadlines.  Monitor and analyze financial transactions, accounting reports and reconciliation of accounts to ensure accurate and current financial information for applicable compliance and management oversight, planning and/or action.  **4.Treasury and cash management**  Oversee the management of bank accounts in accordance with financial rules and regulations and local banking practices. Plan the liquidity level and monitor the cash position to ensure optimal liquidity at local bank accounts. Provide advice as needed to office management on the implications of economic and monetary issues that can impact on programme implementation. Take action to clear reconciling items, keep abreast of all procedures and regulations regarding the maintenance of bank accounts etc. Responsible for the safekeeping of cash and bank guarantees.  **5. DCT Management and HACT**  Provide technical leadership and closely collaborate with the PMR Unit in the planning and the implementation of HACT annual assurance activities, including regular and well documented financial spot-checks and audits in order to improve financial management and controls of implementing partners. Ensure timely follow-up of the findings and outcomes of spot-checks and audits. Oversee the development of HACT compliant procedures manual and guidelines for use by implementing partners.  Provide technical leadership in the overall office efforts towards the upgrade of HACT. In close collaboration with the PMR Unit, support the planning and the implementation of capacity building activities of national implementing partners to improve their budgeting and financial management capacities.  **6. Administrative support & Property management**  Ensure timely and effective delivery and improvement in administrative support and office services for enhanced quality, efficiency and cost effectiveness, including space management, transport services, vehicle use and maintenance, equipment, conference and travel arrangements, document reproduction, communications, mail and delivery services, local procurement and bill payments of utilities. Ensure the timely and cost-effective provision of basic offices services.  Ensure an efficient and effective management of all UNICEF premises in Bangladesh. Oversee proper usage of office equipment and vehicles, updating inventory of items, serve as ex‐officio member to the Property Survey Board (PSB) and ensure follow‐up actions of PSB decisions. Oversee the management and control of assets, their utilization and disposal in accordance with IPSAS rules. Ensure the safekeeping, annual physical inventory, including cost analysis and recommendations for replacement/disposal of all administrative equipment and supplies.  **7. Contract management**  Ensure that all administrative transactions and arrangements of contracts are following the applicable policies, procedures, rules and regulations.  Review all contractual arrangements related to administrative support (i.e courier, premises maintenance, ancillary administrative support, vehicle maintenance, equipment maintenance etc.) to ensure that the terms and conditions of all contracts are being adhered to by providers of services. Propose changes as required. Monitor payments against contractual obligations and ensure that the office monitoring dashboard for contracts is up to date and closely monitored, to avoid post facto cases.  **8. Development and strengthening of Partnerships**  Facilitate and maintain effective working relations with other agencies, local authorities and implementing partners in relation to Administrative and Finance matters for enhancement of information exchange, collaboration, and harmonization.  Cooperate and coordinate with other UN agency counterparts in the UN reform initiatives (including common services and premises agenda, etc.).  Develop strategies with the support of the Deputy Representative Operations towards continuous innovative approaches pertaining to delivering and providing support in more efficient ways, bringing value to the function of Operations. Provide reports/dashboards on a regular basis that showcases the effective support to programme implementation. Prepare reports needed for management decision making as needed.  Actively contribute to field emergency services as required.  **9. Knowledge and capacity building**  Promote a culture of highest ethical standards and behavior in management of UNICEF’s resources. Contribute to initiatives for management improvement by capturing, institutionalizing, and sharing best practices and lessons learned. Implement and/or recommend management improvements to enhance productivity and performance including implementation of cost saving strategies. Keep abreast of new initiatives and consistently reach out to peers in the region and the regional office resources to exchange on best practices and challenges.  Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners. |

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| IV. Impact of Results |
| With the support of the Deputy Representative Operations, the incumbent will need to bring the Finance and Administration section up to speed in terms of delivering and working at a strategic level. It is key that the section, as part of the Operations function, **shows flexibility, promotes innovation and strategic thinking, anticipates issues, works collaboratively and develops internal/external partnerships.**  With the current approach within UNICEF to move away from transactional activities and red tape as much as possible in daily activities of Country offices, the environment is conducive for such a transition to occur at full speed. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **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)   **\***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. |

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| **VI. Recruitment Qualifications** | |
| Education | Advanced university degree in social sciences, business management, administration, finance, or any other relevant field of discipline. |
| Experience | A minimum of 8 years of professional experience in financial and administrative management or audits in an international organization and/or large corporation is required.  Solid experience in the management of a large and diverse team is required.  Advanced knowledge of Microsoft Office, especially Excel and PowerPoint required.  Experience in a UN system agency or organization some of which served in a developing country is considered as an asset.  Experience in contract and property management is considered an asset.  Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.  Experience with IPSAS and/or IFRS is considered as an asset. |
| Language Requirements | Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset. |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | ☐ Yes **☐ No** |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | ☐ Yes **☐ No**  ☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “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”.* | ☐ Yes **☐ No**  ☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\*  *\*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* | ☐ Yes **☐ No** |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes **☐ No** |

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| **Approvals** | **Name** | **Signature & Date** |
| **Supervisor of the post**  *Confirms by signing:*  *1) that the JD describes the responsibilities and requirements of the post;*  *2) that the funds are available to fill the post* |  |  |
| **Chief Human Resources** | Edith Homonnai |  |
| **Deputy Representative** |  |  |
| **Representative** |  |  |

1. 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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)