**TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT**

**Title: Operations Associate**

**Level: GS6**

**Appointment Type:** Temporary Appointment

**Duration:** 364 Days

**Duty Station:** Kano, Nigeria

**Reporting to:** Operations Officer NOB

**BACKGROUND:**

UNICEF-Nigeria is recruiting an Operations Associate based in Kano, Nigeria. If you are a committed, creative professional and are passionate about making a lasting difference for children, the world’s leading children’s rights organization would like to hear from you.

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**PURPOSE OF THE ASSIGNMENT:**

**How can you make a difference?**

Under the supervision of the Operations Officer, the Operations Associate is responsible for providing critical support across a range of operational functions within the Kano Field Office. This role ensures the efficient and effective management of financial transactions, and operational systems. The Operations Associate must demonstrate a strong understanding of UNICEF's financial and operational processes, ensuring compliance with UNICEF's policies and regulations. The role requires a proactive and organized individual who can work independently, research and adapt to irregular cases, and recommend improvements to enhance process delivery and design. By supporting both administrative and operational functions, the Operations Associate plays a vital role in maintaining the office's efficiency and effectiveness.

**MAJOR RESPONSIBILITIES:**

**Summary of key functions/accountabilities:**

1. Support to Financial Control
2. Contracting of Service Providers
3. General Operations and Governance Support

**Support to Financial Control**

* Review and submit payment to GSSC for utility payments, supplies, Purchase Orders (POs), advances, and other payments. Ensure all requests include the necessary supporting documents, are certified by the staff responsible, and are coded correctly.
* Managing the transition of UNICEF's funding sources, ensuring compliance with policies, and maintaining clear communication with stakeholders.
* Monitor and advise budget Operations Mnager on the financial status of operational projects, identifying potential under- and over-expenditures, and recommend reallocation to optimize available funds.
* Create financial commitments (Service requisitions and funds commitments) in alignment with the section’s approved budgets

**Contracting of Service Providers**

* Working closely with the supply assocaie, facilitate the processing of contracts for external parties, ensuring timely completion of contracting actions as per the UNICEF procurement rules and regulations.
* Assist in monitoring Operations PO status and open committements by preparing regular and ad-hoc management reports.
* Maintain updated databases of contracts and follow up on contract expirations, renewals, or closures as needed.

**General Operations and Governance Support**

* Ensures the timely and cost-effective provision of basic office services including space and facilities management, equipment, communications and security to enhance staff safety and productivity.
* Maintains fiduciary integrity/responsibility for funds and assets
* Maintain hard and electronic files and update database systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information.
* Develop an efficient filing system to make updating and retrieving files easier, following policies and confidentiality dictations to safeguard data and information.
* Organize paperwork according to the filing system and digitalize all important documents. Protect and update files as necessary.
* Support initiatives for management improvement by capturing, institutionalizing and sharing best practices and lessons learned. Recommend improvements in processes and procedures to enhance productivity and performance including implementation of cost saving strategies.
* Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.
* Performs any other duties and responsibilities assigned as required.

**QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:**

**Education:**

Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.

**Experience:**

A minimum of 6 years of relevant administrative or clerical work experience is required.

**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.

**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)

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.

**Signatures:**

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Rahama Rihood Mohammed Farah (28/08/2024)

Chief Field Office, Kano

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Cristian Munduate, Country representative, UNICEF Nigeria CO (Date: August 2024)

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