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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **SPECIFIC JOB PROFILE** |

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| **I. Post Information** |
| JOB TITLE: **Senior Operations Associate**POST NUMBER/ CASE NUMBER: **99871**POST/CASE NUMBER OF SUPERVISOR: **Finance Specialist (Business Analyst)**REASON FOR CLASSIFICATION: REGION/DIVISION: Office of InnovationCOUNTRY: SwedenDUTY STATION: Sweden, Stockholm OFFICE: Office of InnovationSECTION: Director Office UNIT:  | **CATEGORY:** **PROPOSED LEVEL: G7****JOB TITLE:** **Functional Code: ADM****ICSC CCOG Code:** |

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| II. Strategic Office 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.**Organizational context:** The Office of Innovation (OOI) works to catalyze UNICEF's and all its partners’ expertise and resources against key children-outcomes bottlenecks, with a view to continuously ideate andscale the most effective solutions with transformational potential at scale to achieve the child-related SDGs.The office is doing this by continuously exploring new ways of accelerating results for children, investing across a range of early-stage solutions, and harnessing internal and external expertise towards continuously iterating and finetuning the most promising solutions for children through a systematic portfolio management approach, and leveraging all stakeholders’ innovation energy, knowhow, and resources from intergovernmental, multilateral, private sector and non-.governmental fora (think tank, academia). **Purpose for the job:**Under the supervision of the Finance Specialist, the Senior Operations Associate is responsible for providing critical support across a range of operational functions within the Office of Innovation. This role ensures the efficient and effective management of consultant recruitments, financial transactions, and operational systems. The Senior 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 Senior Operations Associate plays a vital role in maintaining the office's efficiency and effectiveness. |

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| III. Key functions, accountabilities, and related duties/tasks: |
| Summary of key functions/accountabilities:1. Support to Financial Control
2. Contracting of Consultants and Service Providers
3. Analyze and Prepare Reports
4. General Operations and Governance Support
5. **Support to Financial Control**
* Review and submit payment for GSSC related to Harmonized Approach to Cash Transfers (HACT), 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 owners on the financial status of projects, identifying potential under- and over-expenditures, and recommend reallocation to optimize available funds.
* Oversee cost distribution and manage payroll related operations to ensure accuracy and compliance.
* Provide relevant information in response to audits
1. **Contracting of Consultants and Service Providers**
* Facilitate the processing of contracts for consultants and external partners, ensuring timely completion of contracting actions as per the Division of Human Resource (DHR) procedures and guidelines.
* Draft purchase orders and contract documents based on approved Term of References (ToRs), technical, and financial evaluations.
* Assist in monitoring PO status by preparing regular and ad-hoc management reports.
* Maintain updated databases of contracts and follow up on contract expirations, renewals, or closures as needed.
* Provide support to oversight of contract management.
1. **Analyze and Prepare Reports**
* Conduct timely analysis of General Ledger (GL) open item reports uploaded by the Division of Financial and Administrative Management (DFAM) on SharePoint.
* Prepare and submit reports to DFAM on SharePoint for monthly, quarterly, and annual period-end closures.
* Generate periodic and ad hoc management reports promptly to ensure comprehensive insight into financial transactions and status.
* Regularly review Insight Reports and KPI Dashboards, taking prompt action to resolve outstanding issues.
1. **General Operations and Governance Support**
* Act as the focal point to provide user accounts (ID) for VISION through the IRC platform, and manage ZVISA Application, including Table of Authority (TOA) updates and role mapping reconciliation, as well as segregation of duties (SOD) monitoring/mitigation.
* Maintains files of delegation letters.
* Contribute to the development and delivery of operational training programmes.
* Manage knowledge sharing initiatives to enhance process delivery and design.
* Serve as the focal point for travel-related matters, providing guidance and clearing travel dashboards as per UNICEF guidelines.
* Act as an alternate member of the Partnership Review Committee (PRC) Secretariat and officer-in-charge for all HACT-related management.
* Act as an alternate member of the Contract Review Committee (CRC) Secretariat.
* Perform other duties as required.
* Oversee the maintenance and organization of crypto contracts and related files.
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| IV. Impact of Results  |
| The ability of the Senior Operations Associate at UNICEF to efficiently manage operations functions directly impacts programme performance, resource mobilization, and the delivery of results for children. By ensuring meticulous financial control, timely contracting processes, and effective administrative support, the Senior Operations Associate enhances UNICEF's credibility as a responsible steward of funds and resources. This contributes to maintaining and enhancing UNICEF's reputation for delivering cost-effective and sustainable program outcomes, both in regular and emergency settings.Moreover, the Senior Operations Associate plays a role in supporting the assessment, mitigation, monitoring, review, and reporting of significant risks within UNICEF. This proactive approach to risk management safeguards the organization's reputation, resources, and operational continuity. By adhering to UNICEF’s risk and internal control performance management framework, the Senior Operations Associate helps protect the organization's ability to fulfill its primary mission of safeguarding children globally, thereby reinforcing UNICEF’s position as a trusted and effective humanitarian organization. |

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| **V. Competencies and level of proficiency required** |
| **Core Values attributes*** Care
* Respect
* Integrity
* Trust
* Accountability
 | **Core competencies skills*** 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 School, University level courses in administration, finance, or any other related field of discipline relevant to the job. Professional and/or university courses related to the field of work are highly desirable. |
| Experience: | * A minimum of seven (7) years of relevant professional work experience at both national and international levels in office management, administration, finance, accounting, human resources, supply, or any other relevant function is required.
* Work experience in emergency duty station.
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| 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.
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