



## Operations Analyst

<b>Job title:</b>	<b>Operations Analyst</b>
<b>Level:</b>	<b>NO-B</b>
<b>Position Number:</b>	<b>00005712</b>
<b>Location:</b>	<b>Ulaanbaatar, Mongolia</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non-Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Operations Analyst leads the operations team, providing advice in all aspects of Country Office management, operations, finance, administration, procurement, information technology, and human resources, contributing operational expertise to facilitate programme and project implementation.

You will directly report to the Head of Office.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

The Operations Analyst ensures a fully accountable, well-managed and results-oriented Country Office (CO). You will contribute your operational expertise to facilitate programme and project implementation in close collaboration with the CO's programme staff. Participating in inter-agency coordination, you will foster a collaborative, client-oriented approach towards the CO's programme team and UN community, supporting effective communication and cooperation with Regional Office and Headquarters (HQ).

### You would be responsible for:

- Assessing operational and staffing requirements for implementation of the country programme, ensuring optimal staffing of office and projects through timely recruitment and training of personnel.
- Supporting the achievement of programme and project results through your operational expertise, including personnel, sub-contracts, procurement, fellowships and other project-related events.



- Ensuring strategic and efficient management of financial resources through: tracking of available resources, ensuring financial policy compliance, establishing reporting structures, advising when deviations from regulations may be required and proposing alternative solutions to meet outcomes.
- Overseeing and monitoring the implementation of corporate, financial, procurement, and HR policies and systems; ensuring personnel are trained on these.
- Managing internal audits actions.
- Supporting programme team in Implementing Partners management and conducting assurance activities.
- Implementing UN reform agenda on common services and joint procurement.
- Ensuring a continuous flow of up-to-date information between the CO and the Regional Office and HQ.
- Supervising administrative staff at the CO including monitoring implementation by service providers of HR entitlements (e.g. salaries and benefits).
- Maintaining timely provision of goods and services for the CO; managing negotiations following established procedures, regarding review and awarding of contracts.
- Overseeing the management of UNFPA assets and facilities.
- Participating in inter-agency meetings to ensure UNFPA interests are reflected in activities related to e.g. common services and premises, financial arrangements and security.

#### **Qualifications and Experience:**

##### **Education:**

Advanced university degree in business administration, public administration, finance, human resources, information technology or other related discipline.

##### **Knowledge and Experience:**

- At least two (2) years of progressively responsible professional experience in administration, finance or office management.
- Strong analytical and leadership skills.
- Strong verbal and written communication skills.
- Proficiency in current office software applications and corporate IT systems.

##### **Languages:**

Fluency in English is required.



**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Managing the organization’s financial resources,</li> <li>• Developing ICT standards and applications,</li> <li>• Providing procurement services,</li> <li>• Ensuring facilities and assets management</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance,</li> <li>• Making decisions and exercising judgment</li> </ul>

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.