



UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	UNOPS/AFO/CDOC/10/UNSSSS/ Operations Support Officer
Post Title	Operations Support Officer
Post Level	IICA 2
Position status	Non-rotational
Project Title	UN Stability Strategy and Volcan
Org Unit	UNSSSS & Volcano
Duty Station	GOMA(non-family)
Duration	9 months
Closing Date	20 Feb 2010

Background

Within the framework of STAREC the United Nations Support Strategy for Security and Stabilisation (UNSSSS) in Eastern DRC aims at securing and consolidating volatile areas in 5 provinces before MONUC peacekeeping operations and military deployment can be transferred to other actors. Together the UNSSSS and STAREC bring together the United Nations Mission in DR Congo (MONUC), UN Agencies, the Government of RD Congo, FARDC, National Police of DRC, civil society and the international community to promote security and stabilisation in Eastern DRC.

In addition to its activities within the framework of STAREC and UNSSSS, the CDOC is providing support to the DRC government's Volcano and Environmental Risk Management Unit and Goma Volcano Observatory, based in Goma.

With funds from a variety of donors, UNOPS has been providing support to the STAREC and UNSSSS in the areas of road rehabilitation, construction and rehabilitation of infrastructure, and procurement and operations support services for the past 3 years. To further strengthen its operational effectiveness in the Eastern DRC, the Democratic Republic of Congo Operations Center (CDOC) seeks qualified applicants for the position of Operations Support Officer (OSO) in order to meet the needs of its projects in the East. The

OSO will be responsible for ensuring smooth office operations and administrative systems for all projects under the Stability Programme as well as the Volcano project and any new projects to be mobilised in the Eastern DRC.

Duties and Responsibilities

Under the overall guidance of the Eastern Coordinator, with technical guidance from the CDOC Operations Manager, the Operations Support Officer will be responsible for providing operational support to UNOPS' portfolio of projects in Eastern DRC including but not limited to Office Administration, Procurement, Logistics and Assets Management, HR and support to Project Finance. He/she will be responsible for ensuring the quality of specific administrative and operational processes related to the Stability Programme as well as other projects relying on the Eastern Coordination office for support services. The OSO will be primarily located in the UNOPS Stability Programme office but will also provide support to the Volcano project office. The estimated workload ratio is approximately 80% Stability Programme and 20% Volcano project. The aim is to ensure uniformity in adherence to administrative procedures of all UNOPS projects in the Eastern region. The Operations Support Officer's responsibilities will include but are not limited to:

a. Office Management and Administration

- Responsible for general office management and administration for the Goma office and coordination of office management for Bunia and Bukavu field offices;
- Responsible for ensuring that UNOPS administrative procedures are respected at all times at both the UN Stability Programme Offices and the Volcano project office;
- Responsible for ensuring appropriate document management and archiving systems are in place and respected at both the UNOPS Stability Programme Offices and the Volcano project office;
- Responsible for preparing and management of project office operations budgets;
- On behalf of the Eastern Coordinator, coordinate adherence to HQ deadlines for all UNOPS projects in the east;
- Support the Eastern Coordinator to undertake a functional review of the current operational and administrative procedures and take steps to improve them.
- Conduct consultations with relevant personnel to identify clarification requirements in procedures and guidelines in the support services;
- Lead the implementation of HR processes including recruitment/mobilization, contract renewals and induction processes etc. as required;
- Responsible for managing all services contracts related to the day to day management of the UNOPS offices in Eastern Congo;
- Responsible for overall control of office supplies and inventories;
- Support the implementation of internal audits as required;
- Supervision of general services personnel;
- Responsible for certification of travel claims and acting as travel officer for the UNSSS and STAREC projects, including collecting quotations from travel agents for staff entitled travels, review calculation of DSA, etc
- Periodic Travel and support to CDOC office in Kinshasa, and field offices in Bunia and Bukavu as required;
- Regular visits to the Volcano project office to monitor and coordinate adherence to office administration procedures

b. Procurement Support

- Support the Procurement Officer in the procurement services and equipment requirements for general project/office operations;
- Support the Procurement Officer in the procurement of goods and services for general project/office operations as required;
- Raise vendors and requisitions for procurement, and facilitate requests for issuance of contracts and/or amendments on documents.

- c. Logistics Support and Assets Management
 - Support the work of the Logistics Officer in implementing UNOPS assets management guidelines for office equipment in UNOPS all offices in Eastern Congo;
 - Support the logistics team in documenting implementation of assets/equipment receiving and inspection procedures for newly procured office equipment;
 - Supporting the logistics Officer in preparing submissions to HQCPC for the disposition of assets to UNOPS' clients; ensuring that cases for disposal are properly staffed, presented and recommended for appropriate action;
 - Acts as Submitting Officer for assets submissions to HQCPC as required;
- d. Support to Project Finance
 - Support the Finance Officer and the Volcano Project Director in ensuring that all business processes are backed-up by required supporting documents for processing of staff and sub-contract payments, awarding and amending of contracts;
 - Support the Finance Officer in ensuring conformity of project disbursement requests with UNOPS financial rules and regulations, work plans, and availability of resources for disbursement.
 - Committing funds through purchase orders (PO), and Vouchers in the financial system in accordance with UNOPS financial rules and regulations as well as creating vendor set up and receipts as required;
- Perform other duties as requested

Required Selection Criteria

Competencies

- Self-Starter, versatile and adaptable to different cultures and people.
- Proven strong team leadership;
- Prior knowledge and application of UNOPS financial rules and regulations and other UNOPS procedures a distinct advantage;
- Experience in post-conflict countries would be an advantage
- Be a good mentor and capable to work with others in a participatory and capacity building manger;
- Have a good analytical, writing and communication skills;
- Computer literate;

Education/Experience/Language

- Master's degree in international development, public administration, business administration, public policy or other relevant social sciences. A Bachelors degree and 2 additional years of professional experience can be considered in lieu of a masters degree.
- Minimum 5 years of relevant, progressively responsible professional experience
- At least 2 years experience in operations management or support services;
- Previous experience introducing operational systems improvements is highly desirable;
- Working knowledge of ATLAS and experience of other related database reporting (e.g. FASS, BRIO) would be an advantage.
- Fluent both in writing and spoken French required

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to Cdocvcancy@unops.org, via e-mail to Cdocvcancy@unops.org. Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.