



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job code title:	Operations Assistant
Post Reference:	MNE/10/038
Position Number:	00054866
Classified Grade:	ICS-5
Duty Station:	Podgorica, Montenegro
Contractual Modality:	Fixed-Term Appointment (FTA) - National
Supervisor:	Procurement Associate and Finance Associate

II. Organizational Context

Under the overall guidance and supervision of the Operations Manager and direct supervision of the Finance Associate and Procurement Associate, the Operations Assistant ensures effective execution of financial services and processes in CO and transparent utilization of financial resources. In addition, Operations Assistant supports the Procurement Associate to ensure execution of transparent and efficient procurement services and processes in CO. The Operations Assistant promotes a client-oriented approach consistent with UNDP rules and regulations.

The Operations Assistant works in close collaboration with the operations, programme and projects' staff in the CO and with UNDP HQs staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- ❑ **Financial Services**
 - Implementation of Finance operational strategies
 - Accounting and administrative support
 - CO cash management

- ❑ **Procurement Services**
 - Implementation of Procurement operational strategies
 - Support to organization of procurement processes
 - Implementation of sourcing strategy

- ❑ **Facilitation of knowledge building and knowledge sharing**

1. Financial Services

1.1. Ensures **implementation of operational strategies, adapts processes and procedures** focusing on achievement of the following results:

- Full compliance with UN/UNDP rules and regulations of financial processes, financial records and reports and audit follow up.
- Provision of inputs to the CO Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

1.2. Provides **accounting and administrative support to the Finance Unit** focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports for DEX projects; preparation of all types of vouchers for UNDP and non Atlas agencies; Pay Cycle and payments execution, Finance/Treasury user right in Atlas.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared and processed.
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Maintenance of the proper filing system for finance records and documents.
- Alternate to Finance Associate for maintenance of the Accounts Receivables for UNDP projects and recording of deposits in Atlas.

1.3. Provides support to proper **CO cash management functioning** focusing on achievement of the following results:

- Timely and accurate preparation of Local bank reconciliations.
- Initiation of bank transfers and deals in Atlas.
- Management of cash receipts and petty cash.
- Alternate to Finance Associate for timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application.
- Alternate to Finance Associate for daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and recording of contributions.

2. Procurement Services

2.1. Ensures **implementation of operational strategies** focusing on achievement of the following results:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies.
- Provision of inputs to the CO Procurement business processes mapping and elaboration of internal Standard Operating Procedures (SOPs) in Procurement in consultation with the direct supervisor and office management.

2.2 Supports procurement processes for CO, DEX projects and at the request of other Agencies focusing on achievement of the following results:

- Maintenance of the filing system in the Procurement Unit.
- Preparation of documents for VAT and customs exemption.
- Preparation of contracts outside Atlas.

- Support to organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, provision of feedback to the tender participants on the result, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Provision of information for preparation of cost-recovery bills in Atlas for the procurement services provided by UNDP to other Agencies.
- Acts as the CAP Alternate Secretary, prepares minutes for approval and distribution; maintains and up-dates corresponding files.

2.3. Contributes to **implementation of the sourcing strategy** focusing on achievement of the following result:

- Update of the rosters of suppliers.

3. **Facilitation of knowledge building and knowledge sharing**

3.1. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Participation on trainings for the Operations/projects staff on Finance.
- Participation on trainings for the Operations/projects staff on Procurement.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall execution of the CO Financial/Procurement services and success in implementation of operational strategies. Accurate analysis and presentation of financial information ensures proper financial processes in the CO.

Accurate analysis and presentation of procurement information, duly organized procurement processes ensure client satisfaction and overall timely delivery of UNDP programmes and projects.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Encourages office staff to share knowledge and contribute to UNDP Practice Areas
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized activities related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, making transactions.
- Ability to perform a variety of standard tasks related to contract, procurement management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information
- Good knowledge of financial rules and regulations
- Sound knowledge of financial rules and regulations, accounting
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback and different points of view
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change

VI. Recruitment Qualifications

Education:	Secondary Education with specialized trainings in Finance and Procurement. University Degree in Business or Public Administration would be desirable, but it is not a requirement.
Experience:	5 years of progressively responsible administrative/finance experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English and Montenegrin of the duty station.

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a **cover letter** by e-mail to vacancy.me@undp.org by **July 2, 2010**. **Please, indicate in the cover letter the post reference clearly**, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>