



OFFICE OF AUDIT AND INVESTIGATIONS

TERMS OF REFERENCE

Consultant – Operations Unit

Background

The Office of Audit and Investigations (OAI) reports to the Administrator and is responsible for internal audit and investigations services to UNDP and its affiliated entities. OAI provides independent, objective assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls. As part of its assurance work, OAI also supports the annual audit exercise of non-governmental/nationally implemented projects in some 150 countries where UNDP operates and reviews and analyses the resulting audit reports submitted by audit firms and government audit institutions.

OAI has a decentralized organizational structure, with the Directorate, Investigations Section, Headquarters Audit Section and Special Assignments Section located at Headquarters and five Regional Audit Centres (RAC) located in the regions covered by UNDP.

Under the supervision of the Deputy Director (Audit), the Operations Support Unit is responsible for providing operational support to senior management and all functional sections and units based in OAI offices in New York as well as selected operational services to the Regional Audit Centers. The Operations Support Unit is headed by an Operations Manager who is supported by an IT Associate and an Administrative Associate.

The Administrative Associate will be on Maternity Leave from December 2019 to May 2020. The Operations Unit is seeking to hire a consultant to ensure continuity of administrative support and processes pertaining to finance, procurement, human resources and general administrative matters.

Scope of the work

Under the guidance and supervision of the Operations Manager, the consultant provides functional support to OAI administrative, procurement, financial and human resources systems.

The Consultant is required to provide support to the Operations Unit which includes the following:

1. **Human Resource support:**

- Assists the full recruitment process, including reviews the recruitment request, posts vacancy announcement into relevant websites (E-recruit, Linked-In etc.), arranges necessary technical tests and interviews; acts as ex-officio member of recruitment event, communicates with candidates during the recruitment process;
- Takes minutes at interviews and drafts interview report, when required;



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- Maintains proper documentation of OAI personnel files (updated P11, Job descriptions and other personnel-related documentation) and ensures safekeeping of confidential materials;
- Updates organigram list, at minimum, on quarterly basis;
- Ensures recording and maintenance of attendance and leave reports. Coordinates the recording of travel and leave schedules of the Directorate's staff and the Chiefs;
- Monitors attendance records for the RACs' Chiefs;
- Assists in G4 visa application and UNLP application for all OAI staff; follows up with OHR and visa desk to ensure timely delivery of G4 and UNLP to the staff;
- Plays focal point in mid and end of year leave balance certification;
- Administers the OAI internship program and maintains interns' files.

2. Financial support:

- Assists in monitoring the OAI budget, a total of 10 Atlas budgetary departments: enters budgets/budget revisions in Atlas; prepares monthly expenditures reports, reviews, as the need arises, expenditure reports, etc.;
- Assists in the preparation of expenditure reports for OAI units;
- Reviews payment requests, entering Requisition/PO/vouchers in Atlas, following up on payment process; informing clients on payment process;
- Administers the OAI corporate card; accurately maintains logbook, prepares report for management's approval; proceed payment for corporate card in timely manner.

3. Procurement support:

- Assists in full procurement process for all OAI units, including reviewing procurement requests to ensure quality of supporting documents; initiates procurement procedure; supports the solicitation process; prepares purchase orders in Atlas; prepares contract; monitors the delivery of goods and services for the Operations Unit;
- Performs a Buyer's role in Atlas;
- Monitor inventory of office stationery/supplies and replenishing on regular basis.

4. Administrative support:

- Prepare Inventory (office stationery) reports;
- Ensure proper documentation: scan and file supporting documents relating to Directorate and documents relating to payments and travel requests processed by other OAI HQ units;
- Provide support to new staff: office name plates, telephone, business cards, building pass.



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- Prepare and dispatch mail via couriers – FedEx, DHL (check for process on restricted countries procedure).

5. Performs other tasks as assigned by the Operations Specialist.

Durations: maximum 5 working months for the period from December 2019- May 2020

Location: OAI Headquarter Office in New York, USA

Competencies:

Technical and Professionalism:

- Ability to administer and execute administrative processes and transactions and various specialized activities related to human resources, administration, finance and.
- Ability to perform work of confidential nature and handle a large volume of work.
- Good knowledge of administrative rules and regulations.
- Ability to apply technical processes or tools such as Advanced Microsoft Office (Outlook, Word, Access, Excel, PowerPoint), electronic working paper software and tracking systems; and advanced database software applications; and ERP PeopleSoft system

Planning and Organizing:

- Ability to plan work; manage conflicting priorities and work under pressure of tight and conflicting deadlines;
- Ability to pay attention to details.

Communication:

- Excellent oral and written communication skills;
- Write and speak clearly, concisely and effectively.

Teamwork:

- Excellent interpersonal skills and ability to establish and maintain effective professional relationships in a multi-cultural environment and respects diversity;
- Positive and constructive attitude.

Client orientation:

- Focus on result for client and responds positively to feedback;
- Meet timeline for delivery of products or services to client.

Qualifications

Education:



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- Completion of secondary education;
- First level university degree is desirable;
- Certification in administration desirable;
- UNDP Procurement Certification is desirable.

Experience:

- A minimum of 6 years of relevant experience in office administration;
- Experience in UNDP or UN administrative, finance, procurement, and human resources regulations, rules, policies and procedures is desirable;
- Advanced level knowledge of Microsoft Office applications is required;
- Knowledge and experience with ERP PeopleSoft system (Finance, HR modules) is an advantage;
- Knowledge and experience with UNDP year-end closure requirements is an advantage.

Language requirements:

- Fluency in written and oral English;