**Terms of Reference (TOR)**

**Operations Associate**

**1. Position Information**

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| **Office/Unit/Project** | **OAI/DIR/00059562** |
| **Functional Title** | **Operations Associate** |
| **Duty station (City and Country)** | **New York, USA** |
| **Office- or Home-based** | **Office base** |
| **Expected starting date** | **1 July-30 Oct. 2022** |
| **Expected Duration** | **4 months** |

##### **2. Office/Unit/Project Description**

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.

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.

##### **3. Scope of Work**

Under the guidance and supervision of the Operations Manager, the Administrative Associate provides functional support to OAI in the area of administration, procurement, finance and human resources managerment.

The Administrative Associate is required to provide operations-related supports to OAI which include the following:

* 1. Human Resource management supports :
* Playing the role of OAI’s focal point for recruitments in order to work directly with OHR Recruitment Unit for recruitment of OAI post, including (i) coordinates with the hiring manager for JD development; JD classification and development of Recruitment Strategy; (ii) coordinate with the hiring manager and OHR for short-lising process/panel and interview panel
* Maintains updated Job descriptions for newly recruited staff;
  1. Financial management support:
* Prepares monthly expenditures reports;
* Reviews payment requests, entering vendor profile, Requisition/PO/vouchers in Atlas, GLJEs, following up on payment process; informing clients on payment process;
* Reviews (as the need arises), pending payments, travel-related payments etc.;
* Administers the OAI corporate credit card; accurately maintains logbook, prepares report for management’s approval; proceed payment for corporate card in timely manner.
  1. Procurement supports:
* Admisters full procurement process for HQ-based audit units including reviewing procurement requests /TOR; initiates procurement procedure including advertising in UN procurement websites; supports the solicitation process; prepares purchase orders in Atlas; prepares contract and informs hiring unit for implementation of the contract.
  1. Administrative supports:
* Prepares and dispatches mail via couriers – FedEx, DHL (check for process on restricted countries procedure).
* Performs other tasks as assigned by the Operations Specialist

**4. Institutional Arrangement**

The Administrative Associate will report to the Oprations manager under supevison of the Deputy Director (audit).

**5. Minimum Qualifications**

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| **Min. Academic Education** | * Secondary education or first level university degree, preferable in business administration or in finance. |
| **Min. years of relevant Work experience** | * A minimum of 3 years of relevant experience in office administration and finance management; * Faminilarity with UN/ UNDP policies; procedures; web-based systement for resources planning is strongly desirable; * Advanced level knowledge of Microsoft Office applications is required; |
| **Required skills and competencies** | Technical and Professionalism:   * Ability to administer and execute administrative processes and transactions and various specialized activities related to human resources, administration, finance and procurement. * Ability to perform work of confidential nature and handle a large volume of work. * Demonstrated ability to use the following tools: Microsoft office suite; web-based resource management.   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.   Relationship Building: Builds strong client relationship; focuses on client results and impacts ; and anticipates evolving client needs  Communications: Ability to listen, adapt, persuade and transform  Deliverable: Ability to to get things done without minimum supervision |
| **Desired additional skills and competencies** | * Knowledge and experience with Atlas (Finance, contract management. HR modules) is an advantage; |
| **Required Language(s) (at working level)** | * Fluency in oral and written English is required. |
| **Professional Certificates** | N/A. |

**8. Approval**

**This TOR is approved by** :

Signature

Name and Designation: Nga Do. Operations Manager, OAI, UNDP

Date of Signing: