

Terms of Reference Operations Manager (PMU-Elections)

Reference Number: AJS007160

Job Category: Governance & Civil Society

Preferred Degree: Masters/Advanced Degree

Job Type: Contract

Job Country: Sierra Leone

Job Location: Freetown-Sierra Leone

Number of Jobs: 1

Experience (Years): 6-8

Job Description: Operations Manager (PMU-Elections), Freetown, Sierra Leone

Background

Since 2004, UNDP and its partners have supported the Sierra Leonean National Electoral Commission (NEC) to implement a strategic planning and reform process, as well as prepare for and administer the 2007 elections – the country's second national election since the end of the 10-year civil war in 2002, and the first without the supervision and major logistical support of the international community and UN peacekeepers. With the successful conduct of these elections, and local elections and by-elections held since, Sierra Leone has made important gains in the consolidation of its post-conflict democracy and towards self-sufficient administration of its own elections.

More specifically, the Programme seeks to support the sustainability of know-how and the development of the short and long-term capacities of the National Electoral Commission (NEC), the Political Party Registration Commission (PPRC), the Electoral Courts, civil society organizations involved in electoral observation and education, communication and women's participation in elections and politics, political parties, the media and security forces. At this stage of the implementation, UNDP is hiring the Operations Manager for the Programme Management Unit.

Under the guidance and the direct supervision of the Chief Technical Advisor (CTA) and in close coordination with UNDP senior management the Operations Manager (OM) administrates and technically manages the operations of the Programme Management Unit (PMU) of the Support to the Electoral Cycle in Sierra Leone 2011 – 2014 Programme (hereinafter the “Programme”) and the Election Basket Fund performing the functions as laid down by the Programme Document and the arrangements of the Election Basket Fund.

The Operations Manager is responsible for day-to-day technical management, smooth functioning of the Programme operations consistent with UNDP rules and regulations. S/he will provide strategic operational advice and guidance on resource management and programme management matters related to the Programme.

Duties and Responsibilities

Summary of Key Functions

Under the overall supervision of the CTA of the Programme, the OM will be responsible for carrying out the following functions:

- * Ensure the sound management of financial, accounting and realization of the Programme outputs through activities, in compliance with UNDP financial rules and regulations as well as specific Fund/donor requirements.
- * Manage the PMU in all staffing, financial, planning, administrative and monitoring matters;
- * Ensure the adherence to and implementation of the procurement plan in all its components, while ensuring efficient utilization of resources in accordance with UNDP rules and policies (in close coordination with and partnership the Procurement Implementation Support Unit (PISU);
- * Provide capacity building and training to implementing partners on programme management related matters to promote national ownership of future electoral processes;
- * Provide secretariat services for the Steering Committee;
- * Deputize for the CTA in his/her absence.

Specific responsibilities include:

1. Ensure the sound management of financial, accounting, operations and realization of the Programme outputs through activities, in compliance with UNDP Financial Rules and Regulations as well as specific Fund/donor requirements.
 - * Act as focal point for the management of all operational, financial and administrative matters of the Programme and the donors to ensure operations of the Programme are implemented;
 - * Support effective cooperation and coordination with all Programme implementation with various implementing partners with direct implementation responsibilities under the Programme;
 - * Review, analyze and clear financial reports from implementing partners;
 - * Issue payment requests and fund transfers, following the CTA's approval;
 - * Perform all requisite financial transactions, budget revisions;
 - * Prepare all required periodic financial, progress and up-date reports and submit drafts to the CTA;
 - * Participate in the development of implementing partners work-plans, activity schedules and financial operational plans;
 - * Liaise and advise the CTA on the financial status of the Basket Fund;
 - * Monitor events as determined in the Evaluation and Monitoring Plan, and update the plan as required;
 - * In collaboration with the CTA manage and monitor the Programme's risks as initially identified in the Programme, and submit new risks to the Steering Committee for consideration and decision on possible actions if required; update the status of these risks by maintaining the

Programme Risks Log;

- * In collaboration with the CTA, be responsible for identifying issues and requests for change by maintaining an Issues Log.

- * Identify and obtain any support and advice required for the management, planning and control of the project;

- * Perform any other tasks requested by the Chief Technical Advisor.

2. Manage the PMU in all staffing, financial, planning, administrative and monitoring matters;

- * Ensure the administration and technical management of the PMU, i.e. ensure transport/mobility of personnel, availability of functioning IT equipment and any other administrative requirement to ensure functioning of the team;

- * Ensure human resource management and supervision of the PMU HR team; including assistance to drafting TORs, work plans and work specifications for international experts;

- * In collaboration with the CTA, ensure review of the PMU Teams work plans and specifications; establish a performance management system;

- * Assist and contribute to the facilitation of knowledge building and knowledge sharing in the PMU team;

- * Ensure asset management of PMU assets;

- * Develop terms of reference for audit missions and manage audit support processes;

- * Ensure information and communication management;

- * Perform any other tasks requested by the Chief Technical Advisor.

3. Ensure the adherence to and implementation of the procurement plan in all its components, while ensuring efficient utilization of resources in accordance with UNDP rules and policies (in close coordination with and partnership with the Service Center);

- * In close collaboration with the Finance/Procurement Associate, ensure efficient procurement and logistical services;

- * Ensure timely mobilization of goods and services to initiate activities;

4. Provide capacity building and training to implementing partners related matters to promote national ownership of future electoral processes;

- * Support to transfer of knowledge of relevant processes to implementing partners .

5. Provide secretariat services for the Steering Committee;

6. Deputize for the CTA in his/her absence.

Impact of Key Results

The key results have an impact on the overall efficiency, and effectiveness of the Programme operations as it relates to the use of corporate resources in the following areas:

- * Transparency and accountability in programme implementation;

- * Effective and timely delivery of operational services;

- * High performance of the programme activities ensuring operational compliance with UND

rules, regulations and requirements;

- * Efficient and sound financial accountability;
- * Effective support to capacity building and training of the EMBs.

Competencies

Corporate Competencies:

- * Demonstrates integrity by modeling the UN's values and ethical standards
- * Promotes the vision, mission, and strategic goals of UNDP
- * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- * Treats all people fairly without favoritism

Functional Competencies:

Technical support:

- * Technical knowledge and expertise regarding electoral processes is indispensable;

Planning and management:

- * Demonstrate proven capacity for planning and organizing the work of the Project Management Unit;

Communication:

- * Ability to write clearly and concisely, with excellent oral communication skills

Team work:

- * Ability to establish and maintain good working relations with colleagues in multi-cultural environment

Required Skills and Experience

Education

Master Degree in the field of international relations/post conflict development, management, administration, economics or related discipline.

Experience

- * Minimum of 7 years of relevant and diversified professional experience in programme management and in particular in electoral support programmes
- * Fluent in English and able to draft and edit project documents, proposals, correspondence, briefings and speeches in English.
- * Able to communicate effectively, verbally and in writing with a wide range of people within UNDP, Governments, donors, and UN agencies.

- * Knowledge of UN/UNDP operations and programmes; familiarity with UNDP programme execution rules and regulations is an asset.

- * Communicates effectively with staff at all levels of the organization.

- * Able to handle confidential and politically sensitive issues in a responsible and mature manner.

- * Applies protocol appropriately.

- * Excellent computer skills.

Language Requirement

Excellent knowledge of written and spoken English

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.