Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ROSA
Category:	NO (National Officers)	Country:	Afghanistan
Reason for Classification:	Establishment of a new post	Duty Station:	Kabul
Level:	NOB	Office:	Afghanistan
Title:	Operations Officer	Section:	Project Management Unit
Title Information in Parenthesis:		Unit:	PMU
CCOG Code:	1A12	Case Number:	AFG25058
UNICEF Code:	OPE	Post Number:	118210
Classified by:	Natalia Paquin	Classified Date:	7/8/2025

Organizational Context:

The situation in Afghanistan remains exceptionally complex, with a protracted emergency situation, characterized by recurrent natural disasters, an increased number of people living in poverty, continued internal displacement, unprecedented levels of food insecurity, which has been further compounded since the COVID-19 pandemic. This complexity has impacted the situation of children and women in the country. The withdrawal of United States military forces from Afghanistan in August 2021 and the establishment of a de-facto government by the Taliban has exacerbated the complexity and uncertainty of the situation. UNICEF is required to rapidly adapt the ways of working to address the multiple operational constraints present in the highly volatile and unpredictable context. This included the need to establish a Project Management Unit (PMU) to provide operational and transactional capacity to the Afghanistan Country Office (ACO) to ensure urgent lifesaving and resilience building programmes can continue.

Purpose of the Job:

The Operations Officer, working under the direct supervision of the Finance and Budget Specialist in the PMU, will be accountable for operations functions, facilitate change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in Afghanistan. Most specifically the Operations Officer will support to ensure the PMU has UNICEF compliant operations processes, and the PMU programme teams are fully supported to deliver the Projects which are entirely focused on high value cash transfers to implementing partners and individual beneficiaries/recipients of cash assistance. In addition to the Project level support, the Operations Officer will support the PMU management with Work Planning, including planning and management of human resources requirements and other administrative matters. The Operations Officer will work in very close collaboration with the entire PMU, and ensure to build strong collaboration with the ACO Finance Unit, Supply and Logistics Section and Risk Sections. The Operations Officer will supervise one Programme Associate (G6).

Operations Officer will accomplish this by:

• Facilitating services in the functional areas of operations support for the Project Management Unit supported projects: budget, financial management and reporting, administration, supply management, andhuman resources
• Supporting the line manager to implement career development opportunities. for staff;
• Understanding business needs for the Project Management Unit, to propose viable solutions aimed at value for money.

• Providing contribution through the Project Management Unit to CPD, CPMP, AMP and support to Results Based Management and implementation using Value for Money criteria.
• Supporting supply strategies and interventions to meet programmatic needs of the Project Management Unit supported Projects while ensuring Value for Money (VfM), including procurement of fit for purpose services.
• Providing regular feedback on risks and achievements of operations functions in the Project Management Unit;
• Supporting the country office during external and internal audit reviews, contributing with audit observations and monitoring implementation of recommendations.
• Facilitating business transactions processed by GSSC from a perspective of Efficiency, Performance, Risk Management and Fraud prevention
• Supporting the management of PSFR operations, where applicable.

The Operations Officer will be entrusted with the following five pillars, the core focus of all operations functions: Valuing People, Valuing Money, Valuing Risk Management, Valuing Systems and Structures, Valuing Partners.

Key functions, accountabilities and related duties/tasks:

Valuing People: Implement people resources strategies to promote technical competence and foster career progression and retention of a "fit for purpose"/ agile workforce
• Facilitate an environment of management excellence, staff well-being and accessibility and inclusion through implementation of strategies, policies, and procedures.
• Implement solutions related to people management and office culture.
• Support training strategy and requisite plans to bring about changes in knowledge, skills, abilities and mind sets for PMU staff.
• Keep abreast of industry standards in management and finance and share best practices and knowledge learned within the PMU and ACO.
• Support Excellence in Operations in UNICEF derived from the five strategic pillars.
• Supervise and support the performance and development of the Programme Associate (G6), ensuring alignment with PMU operational goals and work planning needs.
• Contribute to PMU work planning processes, identifying HR and operational inputs required to enable timely project delivery.

Valuing Money: Champion strategic resources to achieve organizational goals and ensure Value for Money (VfM)

• Ensure effective identification and use of resources in various concrete Value for Money (VfM) areas, including eco-efficiency and inclusivity, common premises, costing, results-based budgeting financial monitoring etc.
• Support the financial oversight management, monitoring and reporting of all the country programme budget- and where applicable private sector fundraising budgets; make analysis and recommendations as needed.
• Support implementation of various modalities of valuing resources through financing modalities such as budgeting and pre-financing modalities for supplies, cash-based transfer etc.
• Implement Supply plan for the office and stay abreast of the Afghanistan specific and regional/corporate strategies.
• Proactively support the identification of new and innovative cash transfer modalities that are suitable for the risk informed delivery of UNICEF's assistance for children.
• Process and/or review (as per delegated authority) the accurate and timely submission of payments for project supported by PMU, ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues.
• Ensuring the cash forecast for PMU is finalized in a timely and accurate manner, and cash availability needs are regularly coordinated with the PMU teams and the Finance Unit.
• Supports to ensure the Budgets for each Project is accurately formulated, capturing all expenditure categories, and documented in the Service Level Agreements.
• Supports to ensure budget structures are accurately set up in the ERP system, to facilitate effective financial management.
• Regular budget and grant analysis undertaken, and issues coordinated with Cash Management and Implementing Partnerships team to resolve in a timely manner
• Supports the preparation of the financial reports required for Programme Sections and

submitting in a timely manner for relevant Projects.
• Regular review with the Cash Management team for the timely settlement of Invoices to Financial Service Providers
• Support to develop and monitor the human resources and operations budget for the PMU, including accurate allocation of grants for staff salaries.
• Supports the monitoring of DCTs to implementing partners, and monitoring and analysis of financial resources in BAPs
• Ensures timely release of financial resources to Programme Sections that cannot be utilized.
Valuing Risk Management: Enhance Risk Management to increase organizational performance and strengthen internal control
• Support the PMU with up-to-date information to make operational and programmatic risk informed decisions and improve performance, with the support of the enterprise Governance, Risk and Compliance (eGRC) platform.
• Contribute and participate in testing of business continuity plans to ensure UNICEF organizational resilience to disaster, risks and staff safety and security as well as Emergency Preparedness and Response to humanitarian situations from PMU.
• Participate in review of internal controls and policies/guidance included in the Regulatory Framework, support appropriate implementation policies and procedures and provide feedback on policy and internal controls as appropriate.
• Support implementation of mandatory anti-fraud systems, processes and actions, and share anti-fraud achievements within PMU
• Support mitigation of risks of engagement with external partners via appropriate, risk-informed due diligence.
• Collaborate closely with PMU team lead to ensure systems and structures supporting PMU projects are compliant, responsive, and aligned with broader office practices e.g ACO Finance, Risk, and Supply Sections

Valuing Systems and Structures: Ensure further operational centralization and optimization for maximized efficiency gains
• Participate in the review of Operations processes and recommend measures to minimize costs, reduce duplication of work and maximize efficiencies while creating an environment of smarter controls to render the organization ready to respond to programme needs.
• Contribute to improving IT-enabled business processes to increase productivity and collaboration, better knowledge management, and ensure effective use of UNICEF assets.

Valuing Partners: Strengthening internal and external-facing partnerships and leveraging UNICEF's oversight and understanding of financial management across all areas of the office.
• Provide technical support and recommendations on HACT implementation, including advice approach to undertaking spot checks, follow-up actions required on result of financial assurance activities.
• Support UNICEF Office resource mobilization partners from donor negotiation and formulation of partnership agreements and contracts through written financial reporting, resolve discrepancies and ensure donor accountability and transparency.
• Contribute to UNICEF Office resource mobilization through programme proposals, written financial reporting, and analysis of discrepancies.
• Ensure effective engagement and partnership with the primary service providers for the PMU supported projects.

Impact of Results:

The ability of the Operations Officer to effectively support the operations functions for the efficient delivery of related services, directly impact on program performance, resource mobilization and delivery of results for children. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds and resources entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost effective and sustainable program results in regular and emergency settings.

The ability of the Operations Officer to support assessment, mitigation, monitoring, review and reporting on the most significant risks that could potentially harm the organization, is a critical element of UNICEF's risk and internal control performance management framework. Risk

	management skills are necessary to safeguard UNICEF's reputation, resources, continuity of operations and reputation to fulfill our primary mission to save and protect children, globally.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	No
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	Core Values: • Care • Respect • Integrity • Trust • Accountability • Sustainability Core Competencies: • Nurtures, Leads and Manages People (1) • Demonstrates Self Awareness and Ethical Awareness (2) • Works Collaboratively with others (2) • Builds and Maintains Partnerships (2) • Innovates and Embraces Change (2) • Thinks and Acts Strategically (2) • Drives to achieve impactful results (2) • Manages ambiguity and complexity (2)
Recruitment Qualifications:	Educational Requirements: A University Degree (Bachelor's) in Business Management, Financial Management, Accounting, Public Finance or another related field is required. A professional license from internationally recognized institutions is an asset. Experience: A minimum of (2) two years of professional experience, at the national and/or international level, is required, specifically in one or more operations management area including budget; financial management and reporting; procurement/supply facilities management; administration; supply and logistics management; information and communication technology; human resources. Experience in a UN system agency, large private or public company, or experience working in a developing country and/or humanitarian/ emergency context is required.

Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) and IPSAS (International Public Sector Accounting Standards) is required.

Advanced knowledge of Microsoft Office, especially Excel required.
Understanding Results Based Management and ability to formulate work plans, including operational support requirements is a requirement.

Strong financial analytical skills and demonstrated experience with financial reporting is required.

Demonstrated experience working on large value cash transfer management, to implementing partners and to individual beneficiaries/recipients of cash assistance is an asset.

Demonstrated knowledge of risk management is required.

Demonstrated ability to coordinate operational requirements across financial management, supply and human resources is required.

Experience with supply and contracting, including contract management is an asset.

Experience in supporting successful client-oriented work units is an asset.

Familiarity with Microsoft Office applications is required.

Language Requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Attachments:

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