

26. A. General Information

JPO functional title: Operations Analyst

Main sector of assignment: Administration and Operations,
Facilities and Administrative Services Branch

Duty Station: New York, USA

B. Supervision

Title/Level of Supervisor: Chief, Facilities and Administrative Services Branch, P-5

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
The Facilities and Administrative Services Branch (FASB) is a very diverse branch ringing many different subject matter experts under one roof. The JPO would work in all areas under the responsibility of FASB hereby qualifying for a position within FASB, UN Development Coordination Office or as International Operations Manager for UNFPA.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
Yes, the Chief FASB, started his career in the UN as a JPO himself and has managed a team of all ages over the years, including interns and young professionals over the past 15 years.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
No, the work unit has undergone a realignment only two years ago.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
UNFPA's current Budget is set until 2025. Any commitment beyond that would not be serious. We will however look to incorporate a 50-50 share for the third year during the Budget preparation for the years 2026/27.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
FASB currently has 19 posts of which 2 are P-4, 4 are P-3 and 2 are P-2 posts.

C. Duties and Responsibilities

- Ensure effective and efficient implementation of the UN Reform Efficiency Agenda
 - Provide guidance on Business Operations Strategy (BOS), Common Back Office (CBO), Local Shared Service Centres (LSSC) and Global Shared Services (GSS) implementation
 - Assist in developing systems and oversight mechanisms for effective implementation of the UN Reform Efficiency Agenda.
 - Analyze data in the area of UN Reform Efficiency Agenda and propose best ways forward for UNFPA offices.
 - Seek to introduce innovative approaches for field offices and HQ units related to efficiencies and monitor the fast-evolving UN Reform environment to ensure UNFPA is well placed to take advantage of any opportunities.
 - Disseminate success stories from the field offices on the implementation of the UN Reform Efficiency Agenda highlight efficiency gains are achieved in operations of the office.
 - Propose positive changes and organization wide best practice to improve the service provision by

sister agencies.

- Support the implementation of the Environmental Efficiency Strategy (EES) globally
 - Liaise with Green Focal Points in Field offices for data collection during the annual GHG inventory exercise and analyze the collected data to support decision making on efficiency priorities globally;
 - Review of data integrity in the database of Environmental indicators.
 - Support targeted Field offices with data collection for their environmental aspects' evaluation and the implementation of the Environmental Efficiency Ladder.
 - Develop communication activities and innovative tools to report on the implementation of the EES and train staff on latest developments in the area of environmental efficiency.
- Identify efficiencies in Travel Management
 - Review and analyze the travel data and assist in the preparation of audits and other review missions.
 - Analyze travel expenditure and report to ensure efficiency gains are achieved.
 - Link travel expenditure with Greenhouse Gas emissions data and identify patterns and options for reduction in travel expenditures/emissions.
- Ensure Accurate reporting of Asset Management records
 - Review and analyze UNFPA fixed asset data.
 - Reconcile fixed asset data and ensure no duplicates
 - Prepare training materials and communication in the area of fixed asset management.
 - Identify workflow and system improvements for the fixed assets module.
- Support global Facilities Management
 - Review and analyze field office requests for office moves or renovations
 - Analyze and improve workflow and systems related to facilities management
- Carry out any other duties as may be required by UNFPA leadership.

D. Qualifications and Experience

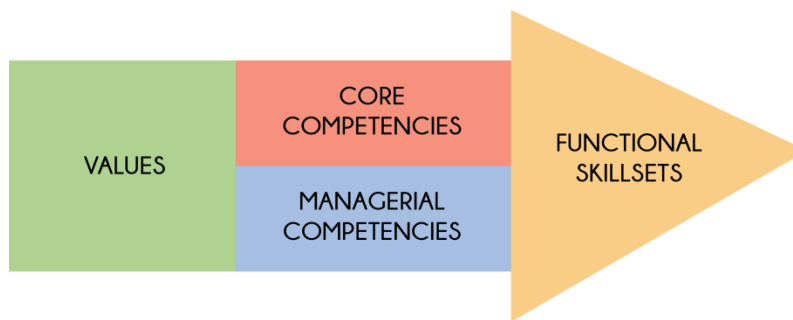
- Postgraduate degree in Business Administration or related fields with specialized knowledge in the field of Accounting, Auditing or Budgeting.
- At least 2 years of experience in Accounting or business administration. Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of another working languages of the UN is an asset
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

E. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- Have full knowledge of all areas related to Facilities and Administration
- Analyze business cases and make independent decisions on the viability of such cases
- Expert user of Enterprise Resource PLanning system
- Create and develop reports
- Write concise and diplomatic communication
- Communicate with a diverse and global staff across all continents and time zones.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact.

Functional Skill Set: Leading global advocacy for organizational priorities, Creating visibility for the organization, Great talent to work and analyze numbers, innovative and open to change.

G. Background Information

Information on the receiving office:

This position is housed in the Facilities and Administrative Services Branch (FASB) within the Division for Management Services (DMS), UNFPA Headquarter in New York City. FASB provides and oversees a broad range of support services relating to facilities and asset management, travel, mail & pouch and administrative/general services for both Headquarters and Field Offices. FASB is the leading unit for the implementation and tracking of environmental and operational efficiencies for all UNFPA globally and represents UNFPA in multiple interagency fora. The Branch has 19 staff members (9 International Professionals and 10 General Services Staff).

New York is a Family Duty Station.