LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

OPERATIONS OFFICER (NO-A)

Organizational Unit : United Nations University – Centre, Administration
Reference Number : 2017/UNU/HQ/ADMIN/FTA/NO/69
Applications to : Preferably by E-mail: op_recruit@unu.edu

By Post:
Human Resources Services, United Nations University,
Block C, Level 1, Wisma UN,
Kompleks Pejabat Damansara, Jalan Dungun,
50490 Kuala Lumpur, MALAYSIA.

Closing Date : 17 September 2017

United Nations University objectives:
The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

Reporting to the Deputy Director of Administration, the Operations Officer is responsible for the effective delivery of procurement and operational support services, while ensuring compliance with the applicable rules and regulations. He/she will work in close collaboration with staff at the UNU Centre and institutes, and United Nations agencies to successfully deliver services. The post is located at the UNU Centre (Administration) in Kuala Lumpur.

Main duties and responsibilities:
• Plan, develop and manage all procurement activities of the UNU, including tendering process and evaluation, contract management and administration, contractor appraisal, legal considerations and payment conditions;
• Provide support and guidance to UNU staff at all stages of the procurement cycle; ensure full compliance to the Financial Regulations and Rules of the United Nations governing procurement and related instructions;
• Business owner for the PeopleSoft ERP (Atlas) procurement module; oversees process mapping, controls of workflows and establishment of Standard Operating Procedures (SOPs);
• Ensure proper management of assets, including full compliance with accounting policies for the procurement, utilization and disposal of assets;
• Provide advice on application of travel policies and procedures, and lead initiatives on process improvements;
• Manage the daily office operations for the UNU Centre (Administration) office, which includes office space and facilities maintenance; document management; staff travel; procurement; asset management and general administration;
• Represent the UNU Centre (Administration) in United Nations inter-agency meetings and working groups on operations issues (common system activities, cost recovery and cost sharing arrangements, privileges and immunities, security, etc).

**Required qualifications and experience:**
- University degree in business administration, finance or a related discipline;
- At least 7 years of progressively responsible professional experience with a successful track record in procurement or operations management, preferably in an international environment.

The position also requires:
- proven interpersonal skills, ability to work in a multi-cultural environment with sensitivity and respect for diversity;
- fluency in oral and written English with excellent drafting and communications skills; knowledge of a second United Nations official language is an advantage;
- experience with ERP systems and a strong appetite for process change management;
- strong commitment to customer service;
- must be autonomous, result oriented, self-motivated and “hands-on”, with the ability to prioritize work and multi-task.
- experience with United Nations procurement policies and practices is desirable but not a prerequisite; commitment to complete within six months of taking office mandatory United Nations procurement courses available on-line.

**Remuneration:**
Remuneration will be commensurate with the qualifications and experience of the successful candidate and at the NO-A level of the National Professional Officer salary scale for Kuala Lumpur (duty station). For more information, please visit: [http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm](http://www.un.org/Depts/OHRM/salaries_allowances/salaries/malaysia.htm).

**Duration of contract:**
This is a full-time fixed-term appointment. In accordance with the UNU Personnel Policy, the period of initial contract would be for one-year with the likelihood of renewal on the basis of excellent performance. The mandatory retirement age in the United Nations is 65 years.

Staff members of the UNU are international civil servants subject to the authority of the Rector and may be assigned to any of the activities or offices of the University.

This is a locally recruited post. National Professional Officers shall be of the nationality of the country where the office concerned is located, in this particular case Malaysia.

Applications from suitably qualified women candidates are particularly encouraged.

**Starting date:** As soon as possible.

**Application Procedure:**
Interested applicants should submit their applications, preferably by email to op_recruit@unu.edu, and must include the following:
- cover letter explaining what is the motivation for applying for the post and how the candidate’s qualifications and experience match the requirements of the position; completed and signed UNU Personal History (P.11) form downloadable from the UNU website, indicating the reference number of the vacancy announcement 2017/UNU/HQ/ADMIN/FTA/OO/69.