

## United Nations Development Programme

### Operations Officer

Under the guidance and direct supervision of the ARR - Operations, the *Operations Officer* is responsible for managing the financial services and transparent utilization of financial resources. The Operations Officer will also support the ARR – Operations in the overall management of operations functions including human resources, procurement, travel, IT and common services. The Operations Officer works as part of the Country Office (CO) Operations Team and fosters collaboration with programme and project staff, other UN Agencies, UNDP HQs staff and Government officials in a client-oriented approach to deliver operations services effectively and efficiently. The Operations Officer will supervise the Programme Finance Assistant.

We are looking for candidates who holds **Master's Degree or equivalent in Finance/Accounting, Business Management, or Public Administration**, or a professional accounting qualification from an internationally recognized institute of accountancy. Two years of relevant experience in providing financial management and accounting advisory services, managing staff and operational systems is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials, preferably PeopleSoft.

For more details and to apply online, please visit [http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=65751](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=65751)

Deadline for application is 1 May 2016. The incumbent will be given a Fixed Term Appointment contract for 12 months. Take home pay is approximately MVR 23,000 -24,500.



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