

# Job Opening

<b>Posting Title:</b>	Chief Operating Officer
<b>Job Code Title:</b>	Chief of Administration
<b>Department/Office:</b>	UNITED NATIONS JOINT STAFF PENSION FUND
<b>Duty Station:</b>	NEW YORK
<b>Posting Period:</b>	11 July 2016 - 08 September 2016
<b>Job Opening Number:</b>	61747
<b>Staffing Exercise</b>	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

[Apply Now](#)

## Special Notice

The United Nations Joint Staff Pension Fund (UNJSPF) is an independent inter-agency body established by the United Nations General Assembly. The applicable human resources procedures are governed by a Memorandum of Understanding (MoU) between the Fund and the UN Secretariat.

Any candidate from a member organization of the UNJSPF applying for this post is considered as an internal candidate provided he/she has been appointed through the appointment and promotion procedures applicable in his/her respective organization.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. An impeccable record for integrity and professional ethical standards is essential.

Appointment at the United Nations is subject to mandatory adherence to the United Nations Financial Disclosure Programme.

## Org. Setting and Reporting

This position is located in the Investment Management Division (IMD) of the United Nations Joint Staff Pension Fund (UNJSPF). IMD is responsible for overseeing the activities in the Information Systems and Operations Sections of the Fund. The incumbent reports directly to the Director of the Investment Management Division who is responsible for managing the Investments of the Fund.

## Responsibilities

Within delegated authority, the Chief Operating Officer formulates and implements the substantive work programme of the Sections under his/her supervision. Oversees the management of activities undertaken by the Information Systems and Operations Sections, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Section and Division, and with other organizations of the United Nations System, as appropriate.

- Leads, supervises and carries out the work programme for Information Systems and Operations Sections under his/her responsibility. Co-ordinates the work carried out by different work units, provides substantive reviews of the drafts prepared by others.

- Co-ordinates the preparation of reports for presentation to governing bodies such as the Pension Board, Advisory Committee on Administrative and Budget Questions, Fifth Committee and the General Assembly.
- Ensures that sound outputs are produced by Information Systems by evaluating the efficiency, performance and enhancements of those systems through defining the design strategy, structure and analysis of current and future information system needs of the Investment Management Division. Provides advice and guidance to internal investment managers on financial systems services available in the industry to allow managers to automate processes for decision-making; coordinating hardware and software acquisitions; budget formulation and expenditure controls and related contracts.
- Ensures that the Operations Section maintains high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Sections under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates by directing the development, installation and implementation of new accounting systems.
- Responsible for all mission critical IMD systems and ensures processes are compliant with required Service Delivery Agreements (SDA) and Service Level Agreements (SLA).
- Assists the Director of IMD in preparing the work programme of Information Systems and Operations Sections, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Undertakes or oversees the administrative tasks necessary for the functioning of Information Systems and Operations Sections, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance (ePAS), interviews of candidates for job openings, evaluation of candidates, and preparation of inputs for results-based budgeting.
- Recruits staff, taking due account of geographical balance and gender balance.
- Manages, guides, develops and trains staff under his/her supervision.
- Fosters teamwork and communication among staff in the Information Systems and Operations Sections, leads and supervises the organization of meetings, seminars, etc. on substantive issues. Manages the substantive preparation and organization of such meetings or seminars.

### Competencies

**Professionalism:** Knowledge of the substantive field of work in general and of specific areas being supervised. Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Technological Awareness:** Keeps abreast of available systems; understands applicability and limitation of systems to the work of the office; actively seeks to apply systems to appropriate tasks; shows willingness to learn new technology.

**Leadership:** Serves as a role model to others; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; strives for change and improvements; does not accept the status quo; demonstrates courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction while inspiring others to pursue same; conveys enthusiasm about future possibilities.

#### **Education**

Advanced university degree (Master's degree or equivalent degree) in business or public administration, finance, information systems, accounting, or related area. A first level university degree in combination with qualifying two additional years of experience may be accepted in lieu of the advanced university degree.

#### **Work Experience**

A minimum of fifteen years of progressively responsible experience in managing Information Systems or Operations or related area is required. Experience overseeing and/or implementing ICT infrastructure applications is desirable. Experience in working in an investment environment is desirable.

#### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post, fluency in oral and written English is required. Knowledge of another official UN language is desirable.

#### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

#### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

#### No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.