# C:\Users\Ritz\Pictures\UNOPS.png

# National Operations/Quality Assurance Officer

Closing date: 22 Apr 2018

**Background Information -** **Peace and Security Centre (PSC)**

The UNOPS Peace and Security Centre (PSC) is a principal service provider in the field of mine action with the United Nations Mine Action Service (UNMAS), UNDP, UNICEF, Governments of mine-affected countries and other mine action partners. The Centre is responsible to administer, provide support and oversight of the day-to-day management of the Project Field offices, both according to the client requirements and in line with UNOPS rules and regulations.
It is headed by the Centre Director who has the overall authority and accountability for the performance of the Peace and Security Centre on behalf of its clients.

**Background Information - UNMAS**

**United Nations Mine Action Service (UNMAS) DRC**

The Democratic Republic of Congo (DRC) has suffered nearly two decades of turmoil, particularly in the eastern provinces. The use of landmines was a feature during the conflict and Explosive Remnants of War from the fighting remain a hazard.

UNMAS established its presence in the DRC in 2002 to provide support to the Peacekeeping Mission (MONUSCO) and to conduct humanitarian mine action. It continues to work with all actors involved in mine action, and weapons and ammunition management and safety issues.

**Functional Responsibilities**

Under the direct supervision of UNMAS Chief of Operations, the National OPS/QA Officer will support the implementation and management of mine action activities in DRC and mentors the UNMAS National OPS/QA Associates and Assistants.

**Summary of Functions:**

· Oversee comprehensive operational management of Mine Action (MA) offices in DRC;

· Conduct regular field visits to UNMAS DRC offices to ensure compliance with internal work procedures and ensure operational activities are in line with progamme objectives;

· Maintain regular contact with Humanitarian MA actors and ensure shared information regarding UNMAS DRC activities is accurate;

· Draft project proposal documents on requests from PM or programme section;

· Draft Terms of Reference for procurement solicitation processes, for approval by the Chief of Operations;

· Oversee the coordination of the implementation, execution and completion of all operational tasking for UNMAS DRC mine action implementers activities across DRC;

· Responsible for the supervision of National OPS/QA Associates and Assistants in the regional offices;

· Oversee the implementation of a QA management system and ensure that the system is being applied in a fair and equitable manner, and that accreditation, licensing and monitoring does not interrupt or delay demining projects;

· Assist in maintaining, revising and updating Standard Work Procedures (SWP) for UNMAS DRC MA operations;

· Understand the International Mine Action Standards (IMAS); ensure that Mine Action Organization Standard Operating Procedures (SOP) are in compliance with the IMAS and are conducting safe and effective Mine Action Operations;

· Understand the International Ammunition Technical Guidelines (IATG) and International Small Arms Control Standards (ISACS) to ensure implementing partners are in compliance and meeting contractual obligations;

· Analyze MA implementer reports for weekly and monthly activities across DRC in order to ensure that statistics comply with their contractual obligations;

· Assist Centre Congolais de Lutte Antimines (CCLAM) in maintaining, reviewing and updating the National Standards for Mine Action in DRC.

· Responsible for all aspects of MA related activities carried out by staff under his/her supervision and control;

· Oversee data entry into IMSMA, and/or MA Database, of all MA field reports and returns;

· Oversee the maintenance of the UNMAS operations office filing and document control systems;

· When requested, assists to conduct formal investigations of mine action incidents/accidents;

· Support the programme section with compilation of data for regular reports;

· Assist in enhancing the profile of the UNMAS office within DRC;

· Establish and maintain a professional and close working relationship with DRC Government and local national authorities;

· Develop, monitor and maintain local security networks to aid with information gathering and providing threat assessments for the safe implementation of MA activities across DRC;

· Act as deputy for Chief of Operations during absences;

· Perform any other programme support activities as required.

**Competencies**

**Strategic Perspective:** Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.

**Intetrigy & Inclusion:** Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.

**Leading Self & Others:** Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.

**Partnering:** Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).

**Results Orientation:** Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.

**Agility:** Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.

**Solution Focused:** Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.

**Effective Communication:** Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## Education/Experience/Language Requirements

**Education**

· Advanced University Degree (Master’s Degree or equivalent) in Project Management, Social Sciences or other relevant field combined with 5 years of relevant experience is required **OR**

· A First level university degree (Bachelor’s degree or equivalent) in Project Management, Social Sciences or other relevant field combined with 7 years of relevant experience is required **OR**

· Secondary Education (High school or equivalent) with a minimum of 11 years of relevant experience is required

**Experience**

· A minimum of 4 years of experience in mine action operations is required.

· A minimum of 4 years of relevant experience in Monitoring and Evaluation is required.

· A minimum of 1 year of experience in information technology skills/MS Office is required.

· A minimum of 2 years of experience in a supervisory role with tasks including capacity Building is required.

· A Minimum EOD Level 2 certification is required.

· A National Driving License (operating manual transmissions) is required.

· Experience with international NGOs is desired.

· Experience in IMSMA is desired.

· Experience with UN is desired.

· Experience in Justice and Security Sector Reform is desired

· Experience in Safety and Security is desired.

**Language**

· Fluency in English (speaking, writing and reading) is required.

· Fluency in French (speaking, writing and reading) is required.

**Additional Considerations:**

* **This is a local position, therefore only nationals of The Democratic Republic of Congo (DRC) will be considered.**
* **Qualified female candidates are strongly encouraged to apply.**
* Please note that the closing date is midnight Copenhagen time.
* Applications received after the closing date will not be considered.
* Only those candidates that are short-listed for interviews will be notified.
* For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
* The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.
* It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

**Contract type, level and duration**

Contract type: Local Individual contractor Agreement (LICA)
Contract level: ICS10/LICA10
Contract duration: 6 Months with the possibility of extension subject to satisfactory performance and funding availability
For more details about the ICA contractual modality, please follow this link:
[https://www.unops.org/english/Opportunities/job-opportunities/what-we-of...](https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx)

**Work-life harmonization**

We value our people and recognize the importance of balancing professional and personal demands. UNOPS has a progressive policy on work-life harmonization and offers flexible working options. This applies to UNOPS personnel on all contract types across the globe.

**Background Information - UNOPS**

UNOPS supports the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Working in some of the world’s most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners’ expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it.

A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

How to apply:

Please log on to [www.unops.org](http://www.unops.org)

OR follow this link: <https://jobs.unops.org/Pages/ViewVacancy/VADetails.aspx?id=15384>