



JOB ADVERTISEMENT- OPERATIONS MANAGER

Organization	COOPI – Cooperazione Internazionale is a relief and development organization founded in Italy in 1965. COOPI’s envisions a world without poverty where diverse cultures live together sharing equal rights and equal opportunities. COOPI’s mission is to reduce poverty in the global South through interventions of long-term sustainable international cooperation. COOPI also conducts advocacy activities in Italy, to fight the cause of the serious economic gap between the North and South.
Position	Operations Manager
Reporting To	Regional Representative
Duration	6months with possibility of extension
Location	Gedo and Bay Regions -Somalia with frequent visits to other field stations in Somalia
Key Tasks	<p>Under the supervision of Regional Representative, the Operations Manager acts as an advisor and focal point to Senior Management on operations. The Operations Manager is responsible for strategic administrative and human resources management, efficient procurement and logistical services, and ICT and consistency with COOPI rules and regulations. The Operations Manager ensures consistent services delivery to country operations and COOPI programs. The main tasks linked to this position are as follows:</p> <p>Duties and Responsibilities: The Operations manager will have the following tasks – all in accordance with COOPI rules, procedures and standards:</p> <ul style="list-style-type: none"> • Advise on operational policies pertaining to project implementation and management • Compliant financial resources management • Provision of advice on operational policies pertaining to project implementation and management focusing on achievement of results: • Ensure compliance of the projects’ operational implementation process. • Review annual/quarterly work and budget plans and detailed implementation plans in coordination with the program team <p>Summary of Key Functions:</p> <ul style="list-style-type: none"> • Administrative budget resources management; • Human Resources Management and supervision of the HR unit; • Efficient procurement and logistical services; • Information and communication management and supervision of ICT team. <ol style="list-style-type: none"> 1. Ensures effective administrative budget resources management focusing on achievement of the following results: <ul style="list-style-type: none"> • Participate in the formulation and monitoring of organizational planning instruments; • Proper planning, expenditures tracking and audit of administrative budget resources in accordance with COOPI rules and regulations; • Financial activities, financial recording/reporting system • Implementation of effective internal controls such as maintenance of the internal expenditures control system 2. Ensures efficient human resources management and supervision of the HR team focusing on achievement of the following: <ul style="list-style-type: none"> • Compliance with organizational human resources policies and strategies; • Optimal staffing of the offices and projects; • Oversight of recruitment processes and performance management systems ensuring link of job design with recruitment, performance management and career development. • Compliance with COOPI rules and regulations for recruitment and human resource management

	<ul style="list-style-type: none"> for the program • Preparation of recruitment plan and elaboration of job descriptions for required staffing • Support to recruitment process and work closely with the HR unit. <p>3. Ensures efficient procurement and logistical services management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Compliance with organizational rules and regulations in the field and management of the procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement; • Proper management of COOPI assets, facilities and logistical services. • Review terms of reference to ensure the quality of inputs to be procured <p>4. Ensures forward-looking information and communication management and supervision of ICT team focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Maintains a secure, reliable infrastructure environment for ICT and adequately plans for disasters and recoveries; • Promotion of different systems and applications for optimal content management, knowledge sharing, information provision and learning. • Lead in the design, review and implementation of the ICT related projects and intervention taken by the different programs. • Responsible to design and develop the ICT strategy in line with the developmental/resilience programs, humanitarian programs and COOPI's visibility and communication strategy. • Ensure that all the ICT based interventions are developed based on the programmatic requirements and transformational changes.
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<p>Competencies</p>	<p>Organizational Competencies:</p> <ul style="list-style-type: none"> ✓ Demonstrates integrity by modeling the COOPI's values and ethical standards ✓ Promotes the vision, mission, and strategic goals of COOPI ✓ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability ✓ Treats all people fairly without favoritism <p>Functional Competencies:</p> <p>Knowledge Management and Learning</p> <ul style="list-style-type: none"> ✓ Promotes knowledge management in COOPI and a learning environment in the office through leadership and personal example. ✓ Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills <p>Development and Operational Effectiveness</p> <ul style="list-style-type: none"> ✓ Ability to lead strategic planning, results-based management and reporting. ✓ Ability to lead formulation and monitoring of management projects. ✓ Solid knowledge in financial resources and human resources management, contract, asset and
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	<p>procurement, information and communication technology, general administration.</p> <ul style="list-style-type: none"> ✓ Ability to lead and affect staff behavioral/ attitudinal change <p>Management and Leadership</p> <ul style="list-style-type: none"> • Builds strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback; ✓ Consistently approaches work with energy and a positive, constructive attitude; ✓ Demonstrates good oral and written communication skills; ✓ Demonstrates openness to change and ability to manage complexities; ✓ Leads teams effectively and shows mentoring as well as conflict resolution skills; ✓ Demonstrates strong oral and written communication skills; ✓ Remains calm, in control and good humored even under pressure;
Required Skills and Experience	<ul style="list-style-type: none"> ✓ Bachelor’s degree or equivalent combination of education and work experience in Finance, Accounting, Business Administration or similar. ✓ 5+ years of relevant working experience in complex humanitarian operations, of which at least 3 years in management position ✓ Adequate experience and expertise in people management with maturity and cross-cultural understanding ✓ Experience at the national level in providing management advisory services and/or managing staff and operational systems and establishing inter-relationships among international organization and national governments. ✓ Able to work effectively in a multi-site organization with a matrix structure, requiring strong communication, organization & negotiation skills. ✓ Good management skills (planning, organizing and monitoring). ✓ Ability to manage horizontally and vertically (professional / superiors/subordinates, peers, donors). ✓ Good communication and inter-personal relation skills. ✓ Strong writing skills (clear, concise and compelling). ✓ Comfort and efficiency in IT systems including MS Office Suite. ✓ Fluency in English.
Start date	June 2018
Application	<p>Interested candidates who meet the required qualifications and experience are invited to submit their applications through email to hr.nairobi@coopi.org to COOPI’s HR & Admin Manager, with subject line as “Operations Manager” by 21st May, 2018.</p> <p>The application should be a cover letter and CV as one document and indicate the title of the position on the subject line this will ensure we capture your application in the right way.</p> <p>Applications should include contact details of three professional referees. One referee must be the applicant’s Immediate supervisor.</p> <p style="text-align: center;">COOPI is an Equal Opportunity Employer <u>Qualified female candidates are strongly encouraged to apply</u> Only short listed candidates will be contacted.</p>