

Job Title:	Head of Operations
Location:	Khartoum, Sudan
Reports to:	Country Director Sudan
Line Management responsibility:	TBC
Budgetary Responsibility:	TBC
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<p>Job Purpose:</p> <p>The Head of Operations will provide leadership and will be responsible for the management of the Finance and Administration Units (Finance, Logistics, Procurement, Human Resources and Administration), ensuring compliance with MA and donor policies and regulations related to these functions.</p>	
<p>Key Accountabilities:</p> <p>Finance</p> <ol style="list-style-type: none"> 1. Supervise performance of the finance department in Khartoum and other field offices and to ensure compliance with GAAP, MA policies and procedures, and donor requirements. 2. Provide support to finance and programming staff in Khartoum and field offices ensuring compliance with the financial components of the MA and donor policies. 3. Coordinate development of Annual Programme Plans and budgets to ensure that they reflect overall programme priorities and expectations, mitigate risks, and reflect maximum obtainable efficiency. 4. Prepare budget vs actual report on monthly basis and share with programme staff and arrange monthly budget vs actual meeting with the programme staff and take appropriate action as recommended by the programme team. 5. Improve finance procedures and accounting systems to increase efficiency and enhance control environment. 6. Review and analyze monthly, quarterly and annual financial reports with Programme Managers/Coordinators and provide budget guidance to programme staff, as needed. 7. Work with Programme Managers/Coordinators and develop budgets for new project proposals. 8. Provide and/or organize training in finance for non-finance staff. 9. Continually improve and monitor procedures for efficiency and effectiveness Khartoum and other field offices. 10. Review financial statements to ensure that inter-department coordination and dispensing department behavior is such as to promote budget conformity and good cash management. 11. Assist the Country Director in ensuring consideration of competitive compensation packages for MA staff. 	

General Management

12. Attend and participate in Senior Management Meetings, and in other team management meetings to facilitate coordination, understanding, and cooperation between the support and program departments.
13. Attend and participate in inter-agency meetings or working groups as required.
14. Maintain regular correspondence with the HQ finance team.
15. Oversee finance and administration functions of the Khartoum and other field offices ensuring qualified, trained staff are recruited and retained and that policies and procedures are adhered to.
16. Identify finance, administration and other support staff capacity building needs and organize relevant trainings as required.
17. Identify management system weaknesses, establish priorities, provide recommendations for improved systems performance and ensure compliance through follow-up with the department and area coordinators.
18. Orient accounting, project management and partner staff in relevant and appropriate administrative and financial management practices, policies, procedures, and standards.
19. Ensure the integrity of partners' administrative, financial and logistics systems, in line with MA and donors' standards.
20. Maintain up-to-date knowledge of MA and donor policies, regulations and of local laws related to finance and administration (payroll, tax, social security, etc.)

Audit

21. Ensure that the Statutory accounts of the office are annually audited by an external auditor appointed for a fixed term in consultation with the HQ.
22. Ensure and facilitate successful audits of any donor funded programme which is audited by external auditors of donor agencies in consultation with the HQ.
23. Ensure follow-up on financial and risk disclosure issues.

Administration

24. Ensure the implementation and maintenance of administrative control systems in compliance with MA and donor regulations in Khartoum and other field locations.
25. Supervise procurement staff to ensure efficiency and compliance with MA and donor purchasing policies and procedures.
26. Oversee inventory control and property management in the Khartoum office and other field locations; ensure maintenance of accurate and up-to-date inventory of all field office assets.
27. Ensure optimal utilization and maintenance of programme assets and resources including computers, vehicles, furniture, supplies and other equipment in the field.
28. Provide recommendations for improving the cost-efficiency of MA operations and support implementations, as assigned by his/her supervisor.
29. Oversee IT systems and recommend any necessary investments (training, material, human) to ensure that MA offices use the most current and locally feasible information technology.
30. Ensure that MA facilities meet the needs of staff in terms of the physical environment, making recommendations for improvement as needed and overseeing modifications.

Human Resources

31. In coordination with the Country Director, Administration and Human Resources staff, contribute to the modifications and implementation of MA Sudan Employee Manual, national staff salary scale, fringe benefits, and other terms of employment to ensure justice, fairness, retention of high quality staff competitiveness with other humanitarian agencies, and compliance with local labour laws and standards.
32. Ensure MA Performance Management System is fully implemented in Khartoum and other field offices
33. Promote staff care and ensure that staff care action plans are being implemented.

Travel

34. The Head of Operations may be required to spend up to 40 % of his/her time travelling to project locations and field offices.

General responsibilities

35. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
36. To comply with all policies, procedures, legal and regulatory requirements.
37. Keep professional knowledge and expertise up to date.
38. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor degree in related field	Essential	Application
Master degree in relevant field such as, economics, MBA, Management	Desirable	Application
Other professional qualification such as ACCA, CA	Desirable	Application
Experience & knowledge:		
Proven experience of working at a senior level within an International non-profit organization, UN or other	Essential	Application and Interview
Possession of financial and business acumen to plan and manage budgets and achieve value for money both internally and through external contracts and opportunities	Essential	Application and Interview
Proven success at managing and directing resources at a senior management level	Essential	Application and Interview
Experience and understanding of managing business functions such as Finance, HR, operations etc	Essential	Application and Interview
Experience of developing high performing teams	Essential	Application and Interview
Experience in the financial management of European donors	Essential	Application and Interview
Strong practical knowledge of accounting principles and sound financial management	Desirable	Application and Interview
Full command on Quick book and other finance software	Desirable	Application and Interview
Skills and Abilities		
Demonstrable competency in operational planning and an excellent head for figures and budgets	Essential	Application and Interview
Excellent leadership, team coordination skills	Essential	Application and Interview
Excellent interpersonal skills and a collaborative management style	Essential	Application and Interview
Strong analytical skills and attention to detail	Essential	Application and Interview
Aptitude in decision making and problem solving	Essential	Application and Interview
Proven initiative and ability to work independently	Essential	Application and Interview
Professional proficiency in English	Essential	Application and Interview
A strong communicator, demonstrating the ability to network, present and negotiate effectively at a very senior level	Essential	Application and Interview
Ability to work in a systematic and methodical manner	Essential	Application and Interview
Work independently, accurately and efficiently to deadlines and targets, often under pressure, managing a wide and varied workload, using strong organizational skills, with minimal supervision	Essential	Application and Interview
Willingness and ability to travel nationally or internationally as required	Essential	Application and Interview

You will display the competencies below:

Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR

Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	