



JOB ADVERTISEMENT

Job Title	Head of Operations (HOO)
Supervisor	Country Director
Supervisee	Procurement Officer, IT Officer, Senior HR and Admin Officer Logistics Officer, Field Procurement and Logistics Officer
Location	Juba, South Sudan with frequent (30%) field travels
Experience Level	Almost a decade of experience in managing operations
Number of vacancies	One (1)

About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of “BRAC” stands for *an idea of a World where everyone has an equal opportunity to realize their potential*. With a strong landmark in Bangladesh, BRAC has grown into the World’s largest development organization tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities’ own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in of livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) project in South Sudan under premiership of FHI 360, (2) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children that addresses institutional, social and cultural barriers to quality basic education, together with building community systems, food security and critical life skills, and (3) UNOPS funded Third Party Monitoring (TPM) project.

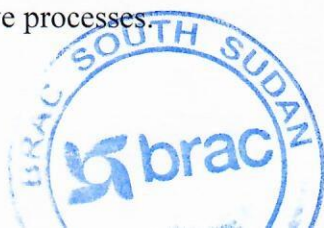
Job Summary

The Head of Operations (HOO) is responsible for strategic leadership to strengthen systems, processes and risk management to support effective and efficient implementation of BRAC programs in South Sudan. The principal function of the HOO is to provide leadership and support in the day-to-day operations to ensure that the organization achieves its strategic goals. S/he ensures smooth running of all operations by ensuring all services are adequately resourced, aligned, and optimised. The HOO is a key and senior management that works with the other senior members of management team to determine and management the performance of the country programs and operations effectively. S/he shall be responsible for ensuring that all procurement, administration and supply chain management are well planned, budgeted, organised, coordinated, executed, and monitored. S/he oversees all ongoing operations and processes, including providing advice, guidance, direction, and authorisation to functional heads to carry out major plans and procedures, consistent with established policies.

Main Responsibility

1.0 Efficient Policies, Procedures and Systems

- Provide organisational leadership to the development and implementation of SOPs across all key operational areas to streamline operations and improve processes
- Develop, recommend, implement, and evaluate policies and procedures for all areas of responsibility to support optimum operations.
- Ensure all policies and procedures comply with applicable national and state regulations and laws governing NGOs in South Sudan.



- Ensure all internal systems and processes are operating in a manner that maintains strong

controls, efficiency, effectiveness, and compliance.

2.0 Human Resource, Information Technology and Administration

- Manage the ICT function by providing oversight, direction in organization-wide technology planning and utilization, to include integration of information systems, voice and data networks, and telecommunications.
- Align and prioritize ICT with organizational objectives and strategies whilst securing quality IT infrastructure for the effective delivery of IT services across the organization without interruptions.
- Oversee the administrative property management functions, to include, but not limited to, asset management, predictive maintenance systems, inventory management, preventive maintenance, capital improvement projects, procurement, regulatory compliance, and quality assurance.
- Manage assets/property in ensuring all BRAC assets and property are effectively managed, tagged, and listed in the asset management database at the time of procurement, with an asset file created for them and that a regular monitoring is in place and regularly assets are verified and documented.
- Manage the human resources HR functions for supporting operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.

3.0 Procurement, Logistics and Supply Chain

- Support and oversee procurement and logistics services from a management perspective to ensure required supplies of commodities, facilities, and service needs for program activities are mobilised in a timely manner and all procurements meets BRAC or donor regulations.
- Manage development of procurement plans to ensure alignment with programs as well as requisite documents (budgets, schedules, specifications, bill of quantities).
- Lead coordination among logistics team and programs to facilitate effective, efficient, and timely implementation of programs whilst ensuring systematic process of transporting items from suppliers to field locations, ensuring full control of movement and receipt of items.
- Manage all staff travel activities including national and international transportation, visas, work permits, hotel bookings and travel permits are efficiently conducted in a timely manner
- Managing fleet in ensuring proper recording on fleet management (logbooks, fuel consumption, etc.) according to BRAC's policy whilst ensuring that all BRAC vehicles and generators are properly operated, regularly serviced, and regularly maintained including routine analysis vehicle usage to maximise efficiency for operations.
- Undertake administrative or management and other tasks as delegated by the Country Director.

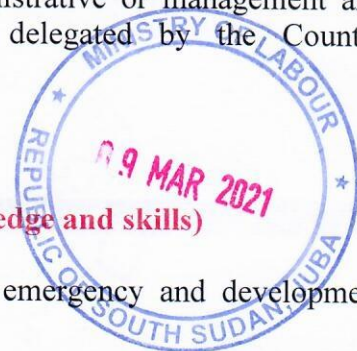
Required Qualifications/Person Specifications (Experience, Knowledge and skills)

Experience and Knowledge

- At least 8 years of experience in managing operations procurement, HR, and administration with substantial experience at senior levels
- Strong management experience with NGOs in humanitarian context including field operations

in running both emergency and development programs

- University Degree in Finance, Procurement, Business Studies or a related field is desired. Advanced Degree in Business Administration



or Finance or Logistics, Supply Chain Management is required.

- Proficiency in Microsoft Office Suite, as well experience working with accounting and payroll software or information management systems.
- Good understanding of main program sectors of BRAC South Sudan that includes education, health, food security and livelihoods, and humanitarian emergency
- Substantial knowledge and experience of effective financial and budgetary control and

supporting programs to stay on course with implementation

- Exceptional general management and communication skills, including ability to communicate effectively with people of varied professional and cultural backgrounds.
- Previous experience of managing and developing a sizeable team and the ability to lead, motivate and develop others to achieve high impact results.

Skills and Competencies

- Strongly analytical, including the ability to translate strategy into tactics and processes
- Recognised leader with management expertise
- Highly cooperative with excellent communication skills
- self-starter in a complex operating environment, taking ownership of multiple work streams concurrently
- Personal qualities of integrity, credibility, and commitment to BRAC's mission.
- Strong strategic and creative thinking.
- Demonstrated ability to take a strategic view across a large complex program
- Excellent communication and negotiation skills
- Demonstrated skills in writing, editing and reporting
- Good knowledge of financial and administrative management
- Personal commitment, drive for results and efficiency
- Able to capacity build and develop others

How to apply (Application Instructions)

Interested candidates who meet the above requirements should follow this link <https://forms.gle/EBMXVLikXZvGj9rb9> to submit their applications by 13:00hrs March 26, 2021 (Juba time). It should be noted that beyond this time the system will automatically shut-down and no more submissions will be accepted. Should you have any difficulties, queries or need more information, please contact our HR on recruitment@brac.net. In compliance COVID 19 guidelines, BRAC will to accept hand delivered application that would increase the risk of transmission of the deadline virus. Due to the urgency of this recruitment, interviews will be conducted on an on-going basis and the position may be offered before the deadline. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International.

