



Seventh Day Adventist Compound,  
Munuki-Bilpam Road, Juba,  
South Sudan

### Job Advert.



RTI is an international, independent not-for-profit organization dedicated to improving the human condition through multidisciplinary technical assistance, training and research services that meet the highest standards of professional performance. We are currently seeking qualified, experienced, dynamic, and highly motivated candidates for Senior Operations Manager position based in Juba, South Sudan.

**Job Title:** Senior Operations Manager  
**Reports to:** The Chief of Party  
**Duty station:** Juba, South Sudan  
**Duration:** 4 months, renewable subject to availability of funds  
**Start date:** 9 June 2023

#### Description of position

As an RTI international staff, the Senior Operations Manager will be responsible for overall project performance to client requirements and satisfaction, and in conformance with RTI policies, procedures, and guidelines, working closely with the COP and RTI International Africa Regional Office team to assure technical and operational management and quality control. The Operations Manager will also perform the role of Project Manager, as necessary.

#### Specific responsibilities

- Monitor the overall operational and technical quality of deliverables.
- Support the Chief of Party and program team in the definition, development and execution of project activities plans and budgets, schedules, , and deliverables.
- Oversee and review monthly QuickBooks account as well as monthly projections
- Working with business partners to ensure compliance with corporate and client regulations.
- Responsible to ensure project financial goals are met.
- Review deliverables invoicing and staff sold time for accuracy and timeliness.
- Collaborate with Chief of Party to identify and manage risks and actively participates in the resolution of performance issues with project staff and sub-contractors or sub-awardees.
- Using key performance indicators, address performance issues and maintain alignment with RTI's strategic business goals.
- Regularly confer with client to get performance feedback and to resolve problems or issues should they arise.
- Lead project status updates in review process, ensure control, and escalate issues in an appropriate and timely manner.



- May directly supervise Project Management Team staff, as delegated by the COP
- Perform technical assistance and support as required.
- Perform business and proposal development needs as assigned.
- Perform other duties as assigned.

#### Minimum Required Education & Experience

- Bachelor's Degree and 14 years of experience, Master's degree and 12 years of experience, or equivalent combination of education and experience.
- Experience in project management, administration, and operational support in international development.
- Experience in project accounting practices and financial audits.
- Experience working with project management teams and matrix environment.
- Proven technical experience with applicable technical area.
- Experience in direct or in-direct field management preferred.
- Management experience required. Field supervisory management preferred.
- PMP course work or certification preferred.
- Advanced proficiency in project operational management and support skills and abilities.
- Proven ability to work across technical and operational areas within business group.
- Expert knowledge in project management practices in international development.
- Strong client relationship skills and abilities.
- Strong report writing skills and abilities.
- Advanced knowledge and skill with MS Word, Outlook, PowerPoint, Excel.
- Excellent ability in communication (verbal and written) and presentation skills.
- Excellent interpersonal skills and ability.
- Proven ability to manage and support complex and geographically disparate portfolios.
- Strong ability to partner and influence.
- Culturally sensitive and respectful.
- Proficiency in speaking and writing English preferred



#### To Apply:

Qualified applicants should submit an application letter and detailed resume enclosed with a copy of nationality, via [South-Sudan-Hire@rti.org](mailto:South-Sudan-Hire@rti.org) not later than **May 31, 2023**.

Applicants are encouraged to apply immediately as applications may be reviewed as they come through and the position may be filled prior to the deadline due to urgency.

Applicants already settled in Juba would be of added advantage (No relocation package will be provided). Only shortlisted candidates will be contacted.

The RTI South Sudan Office Address is located inside Seventh Day Adventist Compound, Munuki-Bilpam Road, Juba, South Sudan.

\*\*\*\*\*Juba Arabic Fluency is a requirement\*\*\*\*\*

\*\*\*\*\*Local candidates based in Juba preferred\*\*\*\*\*

