

ADVERTISEMENT

Post Title: Operations Manager

Number of Vacancies: 01 (one)

Duty Station: Juba – South Sudan

Contract length: 12 Months renewable
Reports to: Country Director

ORGANIZATIONAL BACKGROUND

Corus International is a family of organizations which believes that those who were born into impossible circumstances deserve the opportunity for a better life. Corus was formed through the strategic merger of IMA World Health (operating as a public health organization since 1960), and Lutheran World Relief (operating as a livelihoods organization since 1945), and today includes the smaller entities of Charlie Goldsmith Associates, Ground Up Investing, and Farmers Market Coffee. Corus International works in over 20 countries in Africa, the Middle East, and Latin America, with a primary focus on health, livelihoods, and emergency response.

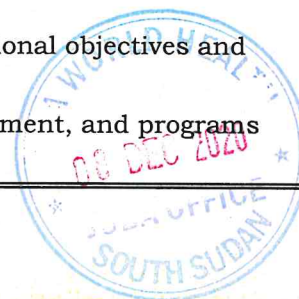
IMA World Health, a member of the Corus family, is seeking an Operations Manager based in Juba, South Sudan. IMA World Health brings extensive expertise in health systems strengthening as well as neglected tropical diseases, nutrition, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs alongside Corus expertise in agriculture, food security, WASH, and humanitarian response in some of the most challenging and post-conflict settings throughout the world.

POSITION DESCRIPTION

S/he will provide operations oversight and senior level guidance for the office. S/he will oversee procurement, administration, and HR, assuring the quality, impact, and cost effectiveness of the project. The position will update and oversee the implementation of policies, procedures and systems for HR, administration, and procurement. S/he will ensure that the project's support interventions are in compliance with national and international standards. This position will report directly to the Country Director.

KEY RESPONSIBILITIES:

- Liaise with the Country Director and HQ staff to set strategic goals and make decisions for operational activities
- Plan and monitor the day-to-day running of business to ensure smooth operation.
- Supervise HR, Admin and Procurement staff and provide constructive feedback and capacity development
- Regularly evaluate the efficiency of business procedures according to organizational objectives and apply improvements
- Ensure systems are streamlined between, administration, HR, finance, procurement, and programs



- Manage procurement processes and coordinate material and resource allocation
- Review financial information and adjust operational budgets to promote ensure effective management of financial resources, coordinating closely with the Finance Director on a daily basis
- Revise and/or formulate procedures in alignment with Corus global policies, and promote their implementation
- Train and ensure compliance of all staff with administration, HR, finance, procurement, and programs policies and procedures
- Manage relationships/agreements with external partners/vendors
- Ensure adherence and conformity to established Corus policies and procedures, and to government and donor regulations
- Ensure strong working relationships with Partners and contribute building the capacity of local partners;
- Manage safety and security in a high-risk operation context and ensure all programs proactively plan for and implement strict safety and security procedures.
- Other relevant tasks as assigned.

REQUIREMENTS

- ✚ Postgraduate degree in business administration, or relevant technical field with a minimum of five years of progressive management and leadership experience.
- ✚ At least 4 years' experience in administration and operations of donor funded projects.
- ✚ At least 4 years' experience in conflict areas, ability to adapt, ability to live and work under pressure in an unstable security environment
- ✚ Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity
- ✚ Strong proven skills in logistics, procurement, HR, security, and/or financial management.
- ✚ Fluency in English
- ✚ Good communication and interpersonal skills, and the ability to work in a team
- ✚ Willingness to support IMA's mission
- ✚ Ability to travel within the country, region, and internationally as needed.

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or hand delivered to the South Sudan Country Office. UAP Equatoria Tower, 8th Floor, Wing B. Hai Neem, Malakia Rd. Deadline for submission is **Tuesday December 29th, 2020 by 5 pm South Sudan Local time.**

We will be reviewing applications on a rolling basis, so please apply at your earliest convenience through the above email contact. These position are based in Juba,

Include Name of the position in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health 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 other characteristic protected by US or International law.

Open to South Sudanese nationals only

