

IHO

Impact Health Organisation

IMPACT HEALTH ORGANISATION

Juba South Sudan
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Job Opening

operations-manager

Job Title:	Operations Manager	Designation:	Operations Manager
Company:	Impact Health Organisation-IHO	Department:	Operations - IHO
Status:	Open		

Planned number of Positions: 0

Vacancies: 0

Route: operations-manager

Location: Juba

Contract Length: 12 Months (Renewable)

Role Purpose:

The Operations Manager is responsible for ensuring timely implementation of programs and managing the Head Office operations functions: awards and partnership management (80%), and supply chain (20%).

Scope of Role:

- Reports to: Country Director
- Supervises and manages operations staff (Awards, Partnership, and Supply Chain)

Key Areas of Accountability:

- **Awards Management:**
 - Ensure that key staff have a clear understanding of donor compliance requirements and that there is a complete audit trail of the implementation and reporting for all awards.
 - Deliver an efficient and effective award management function at the Head Office.
 - Use key performance indicators and other management information to identify and address operational issues that could impact negatively the delivery of programmes.
- **Partnership Management:**
 - Work with relevant area office program staff to ensure all third parties undergo legal vetting prior to commencing work with IHO, are engaged with appropriate agreements and effective monitoring systems are in place so that partner delivery meets donor expectations and requirements.
 - Work with program and partnership staff to ensure relevant donor requirements are effectively communicated with and understood by implementing partners.



- Ensure partnership management process are fully in line with IHO requirements and donor compliance.
- **Oversight and Management of Program Operations:**
 - Responsible for overall coordination of Program Operations for delivery of high quality programming in line with the objectives of the country strategy.
 - In close coordination with Head of Programs and Finance Manager ensure that all programs progress is in accordance with grant agreements and completed and spent within time.
 - Support budget holders and program operations coordinator for individual projects and grants.
 - Support preparation of timely and high quality progress reports, program reports, and donor reports.
- **Supply Chain:**
 - Ensure that the area office supply chain capacity and systems meet the Essential Standards and are able to satisfy the programming requirements.
 - Ensure appropriate and adequate emergency logistics procedures are detailed in the Area office Emergency Preparedness Plan in order to enable rapid scale-up.
 - Ensure goods and services procured are cost-effective and of standard quality and procurement processes are effectively implemented.
 - Ensure proper record keeping, maintenance and control of inventory, and proper documentation and recording of fixed assets of the organization.
- **Monitoring and analysis:**
 - Working in collaboration with the Finance Manager, ensure the area office has a clear framework for master budget development, monitoring of award budgets, phasing and forecasting, and ensuring alignment between the master budget and funding tracker applicable to the area office portfolio.
 - Using strong financial analysis skills to oversee the award portfolio, pipeline, and partner databases.

Skills and Behaviours:

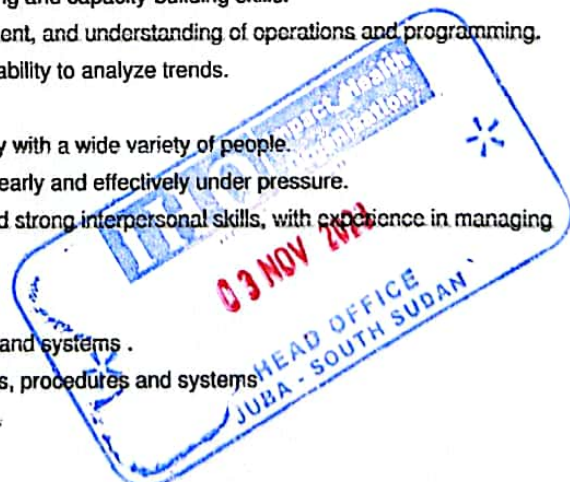
- Accountability
- Ambition
- Collaboration
- Creativity
- Integrity

Qualifications and Experience:

- A degree in International Development or Business and Administration, or equivalent experience more than 5 years on same capacity.
- Excellent planning, management and coordination skills, with the ability to organise a demanding workload comprised of diverse and challenging tasks and responsibilities.
- Extensive experience with NGOs with increasing responsibilities including a proven experience of establishing and running the award and partnership management function and supply chain.
- Knowledge of the requirements of major institutional donors including budgeting, eligibility issues, compliance management, and reporting; experience of engaging with donors at a strategic level.
- Well-developed skills in staff management. Proven coaching and capacity-building skills.
- Understanding of the financial aspects of award management, and understanding of operations and programming.
- Very strong attention to detail, problem-solving skills, and ability to analyze trends.
- Computer in ERP Systems.
- Cultural awareness and ability to build relationships quickly with a wide variety of people.
- Patient, adaptable, able to improvise, and communicate clearly and effectively under pressure.
- Strong communication (written and spoken) in English, and strong interpersonal skills, with experience in managing multicultural teams.

Desirable:

- Experience with award management policies, procedures and systems .
- Experience with effective partnership management policies, procedures and systems
- Experience with supply chain and procurement guidelines.



Child Protection Policy

Child abuse in all forms is unacceptable to IHO South Sudan, which recognizes its responsibility to protect children from harm in all areas of its work. IHO South Sudan is committed to ensuring a child-safe environment and is applying a zero-tolerance approach towards any kind of child abuse and exploitation.

Discrimination, Abuse, and Harassment Policy

IHO South Sudan expressly prohibits and will not tolerate any form of discrimination, abuse, or harassment (sexual or otherwise), based upon race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, citizenship status, disability, or military status. IHO employees and related personnel must under no circumstances take part in any form of discrimination, harassment, or abuse (physical, sexual or verbal), intimidation or exploitation, or in any other way infringe the rights of others inside or outside IHO.

How to Apply:

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of no more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to IHO Head Office, Biffam road TongPing, Juba-South Sudan, Or sent in soft copy to: pm@ihosavinglives.org cc. jobs@ihosavinglives.org Only shortlisted candidates will be contacted. Due to the urgency of these roles,

Deadline for Application **22, November 2023**

IHO reserves the right to shortlist applications before the closing date of **22, November 2023**

Currency: USD

Lower Range: \$ 0

Upper Range: \$ 0

