



VWB Canada- UAP-Equatoria Tower, Hai Neem, Malakia-Juba Road, Juba- South Sudan

JOB ADVERTISEMENT – OPERATIONS MANAGER

ABOUT VSF CANADA

Veterinarians without Borders/ Vétérinaires sans frontières – (VWB/VSF Canada) is a charitable, international humanitarian organization, founded in 2005, whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. VWB engages in activities around the world related to the health of farm animals, urban domestic animals, and wildlife, as well as public and ecosystem health. See www.vwb.org for more details.

VWB/VSF Canada is seeking to recruit a qualified and well-experienced Operations Manager. The Operations Manager will work closely with the senior management team on strategic planning to ensure that the support structure adequately supports the programs. The Operations Manager supports operational functions and provides related administrative support, resulting in a well-functioning, compliant environment for staff, vendors, beneficiaries, and partners. This position requires strong organization, creative problem-solving, personal initiative, and working well in a distributed, multicultural, fast-paced environment.

ABOUT THE JOB

Position Title: Operations Manager

Number of Positions: 1

Duty Location: Juba

Reporting to: The Country Director

Term: Full-time, 12 Months (3 Months' Probation) Renewable depending on performance and funding.



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Approved by
Inspector of Labour
[Signature]
03/05/2024

JOB SUMMARY

The Operations Manager is expected to provide strong coordination, promote good stewardship, and provide direction to the operations function, as well as enhance cross-functional communication thus ensuring that systems support effective programming. The operations department comprises Supply Chain, Administration, Finance, and HR Departments. He/She will be based in **Juba** but with frequent visits to the field offices. The incumbent will work in collaboration with other staff, local authorities, the Program Manager, and the Country Director. The position will be supervised by the Country Director with administrative and technical support from the HQ-based Head of Program- Finance.

Key Duties and Responsibilities

- Provide support and coordination for VWB's internal support operations.
- Document operational processes into simple SOPs, which can be easily accessed by team members on VWB SharePoint.
- Enhancing cross-functional communication thus ensuring that systems support effective program development and implementation.





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- Responsible for Supply Chain, Administration, HR, and Finance departments to facilitate support for current and future programs in line with VWB policies and good practices.
- Actively participate in the management team, contributing to the ongoing development of the programs hereunder the VWB strategic plan.
- Along with other management team members, actively manage VWB's risk profile by ensuring that policies and procedures are in place, participating in the management of the risk register, and addressing internal audit and compliance issues.
- Supervision for the HR, Administration, Supply Chain, and Finance functions.
- Guide and coach officers/assistants and other support staff to ensure that VWB policies are appropriate for the organization and applicable to the changing strategic direction and programs in VWB.
- Set a strong example for adherence and improvement of VWB accountability, safeguarding, and protection initiatives, both internally and for the people reached by the program.
- Carry out regular management visits and provide field visit reports to the management for all field locations.
- Represent VWB and its programs where relevant to external stakeholders.
- Undertake any additional duties as mutually agreed with the Country Director.

Financial Management and Accountability.

- Validates monthly and yearly accounting according to internal procedures.
- Provides technical support to the team for the implementation of new accounting processes and rules, along with HQ.
- Responsible for delegation to his/her team for some tasks, i.e., Budget Follow-up (BFU) and Financial Plan (FP) for proper monitoring of the treasury of the mission, and compliance of procedures and tools according to the Admin and Finance Procedures (AFP) to donor guidelines and audits recommendations and make suggestions for improvement.
- Proper and timely updating of BFU (including donor allocation table updates and partner follow-up) and that analysis and alerts are shared with relevant people.
- Development of the budget of projects in cooperation with the program team and prepare monitoring tools (BFU template and budget lines).
- Preparation of financial reports and cash requests for donors (to be validated by CD according to the deadline).
- Providing answers to questions from donors on financial matters in liaison with the Finance officer, Program Manager, Head of Program Finance and CD.
- Coordination and oversight the annual programming process (financial plan, budgets, procurement plan), in collaboration with the CD before the validated by CAF Preparation and supervision of audits carried out in-country and provides supports for audits led from HQ.
- Coordinate with the Finance Team to ensure that core cost budget management tools are provided to the Project Managers for review and management.
- Supporting in preparing and managing the overall core cost budgets for all South Sudan operations.
- Manage the equipment budget for all South Sudan operations.
- Ensure organizational compliance with donor policies and guidelines.
- In collaboration with the Finance Officer, support with the preparation of budgets for donor proposals, the preparation, and finalization of the annual budget and quarterly rolling budgets, and the preparation of the year-end financial statements.





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- In conjunction with the Finance Officer, monitoring and controlling of expenditure on the core costs budgets to ensure that it stays within available funding and agreed budgets using budget monitoring tools and highlight, as appropriate, under/overspends and agree actions required.
- Ensure all financial transactions are recorded in financial system in a timely manner.

Supply Chain:

- Supervises all supply chain operations at the various field and support sites: including procurement, supply chain, asset management, fixed asset register, and fleet management.
- Improving cost-effectiveness by saving time or money through the use of framework contracts improved coordination of program activities, purchasing, and transport.
- Ensure compliance of logistical operations with the VWB Supply Chain Manual and with donor requirements and monitor the proper use of logistical resources of the organization.
- Ensure internal Supply Chain reports are submitted on time that they are reviewed and analyzed, and that appropriate action is taken.
- Ensure that the Supply Chain Officer/Assistant manages the timely negotiation of property contracts and ensures that the property is well maintained and secure.
- Responsible for the compliance and validation of contracts with suppliers, consultants, and donors are compliant and validated.
- Ensures compliance with purchasing procedures and implements corrective measures.
- Ensures periodic controls of the program's equipment and IT tools.
- Provides technical support to the procurement officer and Managers for the development of procurement plans, and ensures they are updated and respond to the program needs.
- Ensures that the safety and security rules of the program are properly applied by all staff and visitors (consultants, staff from HQ, etc.) and make suggestions of improvement/updates to CD according to regular monitoring of the national security environment.
- Carries out safety briefing for VWB's staff and implementing partners, and briefs visitors in the absence of CD.
- Validates and submits operations reports to the CD and donors.
- Carries out capitalization work on country, donors, and internal procedures.

Human Resource Management:

- Supervise Human Resources management and promote an organizational environment that is fair, open, and protective, and which fosters a learning culture.
- Ensure that HR planning, including succession planning, is developed in coordination with annual program planning.
- Support management to implement an effective annual performance review and development process.
- Oversees the compliance of recruitment procedures.
- Sets objectives to the support team and conducts evaluations of staff under his/her direct supervision.
- Ensure periodic reviews of salary scales and the HR Manual, compliant with local regulations.
- Support Managers to implement training and development plans for all VWB staff.
- Advise Managers, accordingly and provide support to the HR Officer in identifying training and development programs to be prioritized.
- Support the HR Officer in reviewing staff legal cases; review reports produced by HR on cases followed up by the Legal Representative.





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- Development and/or adjustment of job descriptions outlining staff roles and responsibilities in line with VWB standards.
- Lead the recruitment of operations staff.
- Ensure that Operations staff understand and are able to perform their roles and responsibilities.
- Manage interpersonal conflicts.





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Job Requirement

Qualifications, Experience & Skills required.

- Minimum 5 years of previous experience in Finance and Administration, and Supply chain-related management, with at least 3 years as a Finance Manager/Coordinator.
- Education up to a bachelor's degree in Finance and or Accounting, Business Administration, or Economics is necessary and preferred to a master's level in a related subject.
- Prior experiences with QuickBooks Online would be an asset.
- Good understanding of donor rules and regulations and implementation of strong compliance and control framework.
- Strong experience liaising with governmental/local authorities and NGOs.
- Audit experience and excellent attention to detail are essential.
- Demonstrated analytical and conceptual skills to plan projects, timetable activities, and oversee staff work.
- Proven strong budgetary control and financial management skills.
- Proven track record in systems implementation and development.
- An interest in capacity building/mentoring of teams.
- Excellent staff management and personnel skills.
- Excellent analytical, writing skills, and training skills.
- Prior experience in complex protracted humanitarian contexts as well as emergency response contexts.
- Clean, trustworthy, planner, and active member.
- High Communication Skills and Representation.
- High experience and familiarity with South Sudan Labour law.
- Advanced level in English and Arabic.

How to apply:

To apply, submit a cover letter and detailed resume **clearly explaining how your skills and experience meet the expectations of the position description and academic certificates**. Please submit your application to ssrecruitment@vwb.org or hand deliver it to our office at UAP Equatoria Tower- 6th Floor Wing B. Hai Neem- Malakia-Juba Road.

Application closes: May 24, 2024

Please write "**Operations Manager**" in the **subject line of the email**.

VWB/VSF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

NB: This Position is only for South Sudanese Nationals.

