

### Job Description

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:** 8 months, renewable subject to availability of funds  
**Start date:** 1st February 2021

### 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 Technical team to assure technical and operational management and quality control. The OD will also perform the role of Project Manager, as necessary.

### Specific responsibilities

- Monitor the overall operational and technical quality of deliverables.
- Responsible for the accuracy of project timelines, tasks, milestones, resource requirements, costs, risks, and execution.
- Using key performance indicators, address performance issues and maintain alignment with RTI's strategic business goals.
- Support the Chief of Party and program team in the definition and execution of project activities and the development of plans, schedules, budgets, and deliverables.
- Perform business and proposal development needs as assigned.
- Working with business partners to ensure compliance with corporate and client regulations.
- 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.
- 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.



- Oversee day to day accounting operations and support month end accounting close.
- Responsible to ensure project financial goals are met.
- Manager and process staff payroll ensuring compliance to local labor laws.
- Monitor and strengthen the projects' internal control systems.
- Ensure timely submission of monthly accounting reports including trial balances, balance sheets, expenditure reports to RTI Home Office. Review and approve balance sheet reconciliations.
- Perform other duties as assigned.

### **Minimum Required Education & Experience**

- Bachelor's Degree and 12 years of experience, Master's degree and 10 years of experience, or equivalent combination of education and experience.
- Experience in project management, administration, and operational support in international development.
- Professional qualification in accounting such as Certified Public Accountant (CPA) or its equivalent is required.
- Experience in overseeing finance department in donor funded environment.
- Experience working with project management teams and matrix environment.
- Experience in direct or in-direct field management preferred.
- Management experience required. Field supervisory management preferred.
- Advanced proficiency in project operational management and support skills and abilities.
- Proven ability to work across technical and operational areas within business group.
- 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 January 24<sup>th</sup>, 2021. Applicants are encouraged to apply immediately as the position may be filled prior to the deadline. 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\*\*\*\*\*

