

Mott MacDonald BV

Operations Manager

Contract

Full time

Juba, South Sudan

Job Description

The Operations Manager will be responsible for:

Operations and Logistics :

- Work with the Programme Managers, and the Senior Responsible Person to
- ensure compliance with operations, procurement, logistical and security procedures
- Ensure that the country office operations, logistical and security support requirements are met in an efficient and timely manner
- Ensure entity compliance are up-to-date including operating licences and staff work permits
- Maintain compliance with the operational procedures for entity, staff and visitors
- Fuel management, control, and tracking
- Oversight of Vehicle Fleet repairs, compliance spot checks and costs/feasibility
- Oversee international, regional, and in-country procedures, requests including travel approvals, ticketing/flight bookings
- Ensure the asset register is updated frequently and spot checks are undertaken regularly
- Provide logistical support for workshops, training, and program activities, as required.
- Overall management of a team of operational staff, including drivers
- Ensure the programme team receive adequate operational and logistical support to conduct all programme activities
- Enforce the application of Mott MacDonald procedures as per the programme manual
- Assist with supervisory oversight of the procurement process
- Other duties as may be assigned by the Programme Manager/ Senior Responsible Person

Safety and Security:

- Brief employees prior to their deployment to the field and debrief upon return
- Ensure Mott MacDonald Security Protocols are written, communicated, established and effective in each work location and for travel in order to minimise potential risks, primarily to staff safety and security and also to Mott MacDonald assets.
- Monitor, evaluate and assess the safety and security environment and devise risk reduction measures as appropriate, in coordination with DCM; Project Principals; Project Managers; Program Security Officers and Unit/Regional Security Offices.
- Assess security protocol compliance in project offices where Mott MacDonald staff are resident or occasionally visit; sites and travel routes for their security requirements and make necessary arrangements in coordination with related managers.
- Liaise with requisite Governmental Agencies and Projects to facilitate NOC or Registration process, work with and on behalf of staff who require security assistance, liaise with associated security organisations (such as CRG, Insight Security).
- Provide any security related reports including weekly/monthly security reports and produce project and travel risk assessments.
- Develop and implement security policies, protocols, and procedures
- Train and collaborate with security officers from partners and state anchors
- Coordinate security, first aid and fire-awareness trainings for including period safety drills
- Manage safety and security of all staff when travelling for programme activities including risk assessments, appropriate journey planning, emergency procedures and safety equipment are provided
- Manage/oversee health and safety of office premises including regular spot checks

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- Capable of integrating security policies with project operations
- Capable of assessing security plans for effectiveness
- Build and manage emergency response teams
- Fluency in English spoken and written. Knowledge of Arabic is an advantage
- Knowledge of Microsoft Office software application programs
- A good communicator with strong relationship building skills, reliable and a team player
- Attention to detail and accuracy
- Demonstrable ability to deliver to deadlines
- Pro-active and takes initiative to raise issues with management and to resolve identified problems
- Pro-active response to support colleagues when the need requires.
- Undertake periodic travel to States for field checks.
- Required academic/professional qualifications, training, and experience
- Bachelors' degree or higher qualification in Logistics, Procurement, Management, Business Administration, or related field, required
- Recognised qualification in operational management, security management, security risk management, or risk management or relevant security operational experience.



Job Profile

Mott MacDonald is global engineering, management and development consultancy focused on guiding our clients through many of the planet's most intricate challenges. Mott MacDonald, employer of over 16.000 people in over 140 countries worldwide, working in a wide range of sectors including transport, energy, buildings, water and environment, health and education, oil and gas, industry, power and communications.

To support the growth and complexity Mott MacDonald's projects and improve positioning for future wins, the advertising and recruitment of an Operations Manager is required to add significant strength to the companies Duty of Care policy and operational requirements in South Sudan.

Other Information

Equality, diversity, and inclusion

We put equality, diversity and inclusion at the heart of our business, seeking to promote fair employment procedures and practices to ensure equal opportunities for all. We encourage individual expression in our workplace and are committed to creating an inclusive environment where everyone feels they have the opportunity to contribute.

Agile working

At Mott MacDonald, we believe it makes business sense for you and your manager to choose how you can work most effectively to meet your client, team and personal commitments. We embrace agility, flexibility and trust.

More about Mott MacDonald

We're a global engineering, management and development consultancy.

Our purpose is to improve society by considering social outcomes in everything we do, relentlessly focusing on excellence and digital innovation, transforming our clients' businesses, our communities and employee opportunities.

A fundamental part of this is respecting each person's differences and striving to meet their needs.

Our values: progress, respect, integrity, drive, excellence.

Apply on this link

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Deadline is on 28th October 2022.

