

Job Title: Operations Manager (Male)

Job Description:

Business Operations

- Developing, implementing, and reviewing operational policies, procedures, and best practices to improve productivity.
- Manage multiple concurrent projects and timelines
- Act as a key liaison for internal and external stakeholders, including board members, partners, and donors.
- Identify and mitigate operational risks, ensuring safety standards, particularly in field operations.
- Ensuring legal compliances related to client contracts, projects etc.
- Conduct cost-benefit analyses to optimize resources and reduce unnecessary spending.
- Work closely with the finance team to develop and monitor operational budgets, ensuring financial sustainability
- Develop, refine, and implement operational strategies and Standard Operating Procedures (SOPs) across all departments.
- Manage procurement of materials, inventory control, and asset maintenance, including IT infrastructure.

Team & HR Management

- Foster a collaborative, high-performance, and supportive organizational culture.
- Monitor productivity and performance management systems, coordinate with HR on staff recruitment, onboarding, and training
- Oversee recruitment, onboarding, and employee documentation, assist in streamlining the hiring process and offer negotiations

Financial & Administrative Oversight

- Managing operational budgets, forecasting costs, and analyzing financial data to improve profitability
- Coordinate with accountants for compliance
- Manage vendors and administrative operations, assist admin in day-to-day operations
- Maintain accurate documents and records

Desired Profile:

- Bachelor's degree in Business Administration or related field
- 11-14 years of operations experience (minimum 3 years in development sector)
- Experience managing multi-project environments
- Strong understanding of donor requirements
- Excellent written and spoken English
- Advanced MS Excel proficiency