

CHILDFUND KIRIBATI

JOB DESCRIPTION

JOB TITLE

Operations Director

Reports to ChildFund Kiribati Country Director

PURPOSE

The Operations Director will oversee and manage all ChildFund Kiribati's human resources, finance, logistics, and administration. The post-holder will effectively and efficiently coordinate operations systems, processes and activities so that all the organisation's work has a solid impact-driven framework according to organisational strategy, donor requirements and within allocated budget.

DUTIES & RESPONSIBILITIES

The Operations Director will be responsible for:

- Ensuring the smooth running of all operational elements of ChildFund Kiribati, and ensuring all operations are carried on in an appropriate, cost-effective way.
- Providing overall leadership and direction to the growth of ChildFund Kiribati.
- Coordinating efforts in strategy design, supporting the draft of implementation plans and team's KPIs, and related budgets.
- Ensuring quality and timely preparation and submission of divisional work plans, annual operation plans, and budgets.
- Providing leadership in setting up the systems to enhance performance management and accountability.
- Producing high quality, analytical organisational reports against strategy, workplans, and budget.
- Monitoring finances and administration.
- Ensuring good planning and implementation of procurement.
- Taking overall responsibility for managing the office, and ensuring stewardship and accountability of organization's resources, equipment, materials, finance and human resources.
- Managing and implementing policies and procedures, and helping the organization's processes remain legally compliant.
- Work collegially with the ChildFund Kiribati team to foster an organisation known for integrity, professionalism and effectiveness.
- Maintain a strong relationship between ChildFund Kiribati and ChildFund New Zealand.

SKILLS, EXPERIENCE & EDUCATION

Education

A qualification related to business management, international development or social studies.

Required

10 years of relevant progressive experience, out of which 4 years in managerial positions.

At least 3 years' experience of managing operations in a Pacific Island Country, ideally Kiribati.

Thorough understanding of strategy design, implementation, and monitoring and evaluation.

Experience working a wide range of stakeholders and effectively coordinating between them.

Experience in coordinating and producing high quality reports.

Strong critical thinking skills, ability to problem solve, and resourcefulness.

Exceptional attention to detail and organizational skills.

Proven excellent communication, networking, presentation, public-speaking and interpersonal skills and English proficiency.

Demonstrated stewardship of resources and ability to hold others accountable.

Desirable

Knowledge and familiarity with the rules and regulations of major donors: USAID, EU, DFTAD, DFID, MFAT, etc.

Leading and management of interdisciplinary teams and performance management.