



Job opportunity

Operations Manager

Duty station: Kampala

Deadline for applications: 29th March 2024

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

We are looking for an **Operations Manager** who will be responsible for the strengthening and overseeing of effective systems and procedures for HR management, financial management and oversee Procurement, logistics and administrative functions ensuring that their policies and procedures are aligned with global VVOB standards and local laws. You will provide strong organizational leadership (on-the-job mentoring, coaching, capacity development, change management) for your direct reports and you foster good relationships with and between partners and teams, supporting a positive organizational culture. Leading by example, you will represent our organization towards external stakeholders in your field.

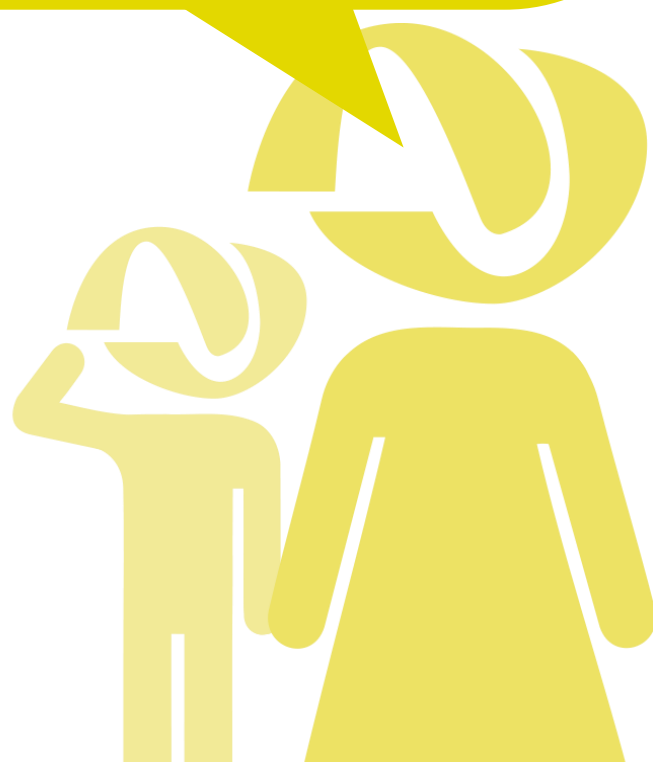
The Operations Manager operates from our **Uganda Country Office in Kampala**, with occasional travel to our operational partners.

Do you want to take on this challenge? Then continue reading!

Position of the Operations Manager

The Operations Manager will be responsible for setting up, managing, executing, monitoring and optimizing our operational systems and guiding the operations team (Finance, Procurement, HR, Logistics). As a key member of the management team, you know how to inspire direct reports to grow and change with us and you easily navigate between operations and strategy.

The Operations Manager reports to the Country Programmes Manager. You are part of and working closely with the other members of a country's management team and are responsible for the operations department, thus managing all possible direct reports within this department. Furthermore, you work closely together with the operations departments of Head office.



Result Areas:

Key responsibilities for the Operations Manager are as follows:

1. You maintain strengthen and oversee effective systems and procedures for **HR management**, and you manage HR policies and procedures aligned with global VVOB standards and local law.
2. You maintain, strengthen and oversee effective systems and procedures for **financial management**, reporting and auditing and you manage finance policies aligned with global standards and local law.
3. You oversee the **procurement, logistics and administrative functions** ensuring value, efficiency, and compliance of the organization to local and global policies. You review and manage contracts with suppliers and staff and ensure their compliance with relevant laws.
4. You provide strong **organizational leadership** (on-the-job mentoring, coaching, capacity development, change management) for your direct reports and you foster good relationships with and between partners and teams, supporting a positive organizational culture. Leading by example, you represent our organization towards external stakeholders in your field.

If you are our Operations Manager, your workweek will include the following highlights:



You have a check-in meeting with the Country Programmes Manager to give updates on any outstanding work, on budget monitoring, HR policies and procedures, procurements and logistics, and budget discussions on any upcoming funding proposals.



You review and manage contracts with suppliers and staff and ensure their compliance with relevant laws.



Being part of management, you will share weekly updates in the management meetings on the organisation's operations systems.

Check-ins with the operations team for the day-to-day running of the HR, finance and procurements functions.



You respond to queries sent by the VVOB Finance Director on financial matters.

You log in to a Teams meeting to touch base with VVOB's head office HR Advisor, and Finance Director and all the global operations committee to give inter- country updates and share best practices in operations.

*Does this look like your dream job?
Then read on and
check whether your profile matches the job requirements!*

Who are you?

This position is open to Ugandan nationals only.

Your expertise and experience:

- ✓ Master's degree in business management, accounting, law, public admin, HR management or related field or equivalent experience.
- ✓ Operational management experience in at least 2 out of 3 of the following result areas: Finance, HR, procurement.
- ✓ Experience in leading multicultural and effective teams.
- ✓ IT expertise: bookkeeping software, Office 365, spreadsheet skills, managing IT systems.
- ✓ Language skills: English CEFR Level C1

Matching Competences

VVOB core competences:

- ✓ Cooperation
- ✓ Continuous improvement
- ✓ Result Orientation

Role competencies:

- ✓ Reliability
- ✓ Giving Direction
- ✓ Communication skills
- ✓ Agility
- ✓ Vision building



What we are offering:

- A fixed term contract.
- A dynamic working environment in an international context.
- An exciting job in a growing organisation with varied responsibilities.
- A supportive environment, enabling continuous professional development.
- An attractive salary and benefits package.

Tentative start date: 1st July 2024

What's next?

Interested candidates should submit their online application via the link below, not later than **29th March 2024**.

Online application link: <https://uganda.vvob.org/vacancy/operations-manager>

Only Shortlisted candidates will receive an invitation for a written test scheduled on 22nd April 2024. Successful candidates thereafter will receive an invitation for a face-to-face interview to be conducted on 9th May 2024. Reference checks will be conducted before a final offer of employment.

Please note: Applications submitted without attaching a motivation letter and CV will not be reviewed. Due to the high volume of applications submitted, only shortlisted candidates will be contacted.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity, or disability.



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