

JOB RE-ADVERTISEMENT

JOB TITLE: Operations Manager, Africa Region

YOUR POSITION WITH TNC

The Operations Manager – Africa region will provide overall leadership for all operations functions in the program. The Operations Manager will be responsible for Procurement, Logistics and Assets Management, Contracts, Facilities, Office Management, Payments, Organization Tax matters, Compliance to TNC Policy and Procedures and local laws.

ESSENTIAL FUNCTIONS

The Operations Manager will work towards meeting the strategic priorities of the Africa program by developing and coordinating the operative plans and overseeing day-to-day tasks. S/he is responsible for managing central administrative functions, facility management, telecommunications, central filing, telephone/public reception, maintaining office supplies and equipment, asset and fleet management, insurance covers and renewals across all countries in the region. The Operations Manager is the lead Procurement Manager and Payments Manager for the region and champion for compliance in all areas of operations. The Operations Manager is responsible for development and implementation of annual operational budgets and provide inputs for proposals. S/He will contribute to the development of new guidelines and report to senior leadership on functional activities. The Operations manager will work in close cooperation with any or all the following: vendors, public agencies, and legal, tax and accounting professionals. S/he will work closely with conservation staff, business leads in HR, legal, immigration, Finance and IT amongst others. They will adhere to and advise on the organization's policies and procedures. They will provide advice, recommendations, and broad training related to operations and payment procedures.

MINIMUM QUALIFICATIONS

- Bachelor's degree and 6 – 10 years' experience or equivalent combination of managing operations functions at the equivalent level;
- Finance / Accounting and Auditing experience;
- Expert knowledge of current and evolving trends in relevant discipline, preferably in a non-profit environment;
- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated;
- Ability to work in partnership with others in a collaborative or advisory role;
- Accounting degree and CPA accreditation; and/or
- Non-profit GAAP accounting experience.

*For full Job profile and how to apply please visit <http://careers.nature.org> and search for Job Id 47588 Submit CV and cover letter separately using the upload buttons online.
All applications must be submitted in the system prior to end of day May 23rd, 2019.*