



JOB DESCRIPTION

<u>POSITION TITLE:</u>	Operations Manager
<u>TEAM:</u>	
<u>REPORTS TO:</u>	Country Manager
<u>SUPERVISES:</u>	Bookkeeper and Auditors
<u>STATUS:</u>	Full time
<u>LOCATION:</u>	Cape Town, South Africa
<u>TRAVEL:</u>	Limited travel may be required

JOB PURPOSE AND KEY RESPONSIBILITY AREA(S):

International Budget Partnership's goal in South Africa is improved service delivery to poor communities through more effective and efficient budget implementation. IBP pursues this goal by supporting grassroots campaigns that strengthen and integrate the oversight and accountability system. The Senior Administrator will provide excellent administrative and operational support to the team with an initial focus on registering the IBPSA office as an independent entity.

ESSENTIAL DUTIES of the JOB include, but are not limited to, the following:

1. REGISTRATION

- Ensure that all statutory and compliance issues are dealt with to enable the South African office to be set up as a registered South African NGO
- Ensure that all statutory requirements are met on an ongoing basis
- Interface with service providers (lawyers, bank, accountants, auditors) and relevant government institutions (e.g. SARS and the Department of Social Development)

1. OFFICE MANAGEMENT

- Responsible for the smooth functioning of the office

- Streamline the IBP office diary and coordinate staff travel and other logistics
- Streamline office systems for efficiency and effectiveness
- Convene, manage the agenda and chair staff meetings.
- Record and distribute minutes of Board and staff meetings
- Keep the internal Google calendar up to date and plan for upcoming events
- Manage the electronic and hard copy filing systems of the office and ensure all information is backed up
- Ensure clear and open channels of communication with International Budget Partnership US Head Office

2. INTERNAL FINANCIAL PROCESSES

- Develop sound internal financial systems and ensure that developed systems are followed in practice
- Interact directly with the book-keeper and ensure that their contracted work is completed timeously and effectively
- Process payments in keeping with agreed financial systems
- Ensure that funder requirements and related financial and narrative reports are completed and submitted on time
- Oversee and manage the audit process, ensure that the auditors receive the correct information and funder requirements are met throughout the audit
- Monitor and manage expenses to ensure most effective use of assets
- Monitor and make recommendations for asset retirement and replacement
- Compile and pass on payroll figures to the bookkeeper each month
- The Operations Manager can approve all expenditure up to R1000

3. HUMAN RESOURCES

- Responsible for the HR function of the IBPSA team
- Manage salary payment process – ensure monthly payroll figures are sent to the Bookkeeper and payslips are generated
- Ensure Performance Appraisal Processes are followed throughout the year
- Ensure all staff contracts, job descriptions and personal files are up to date and complete
- Manage staff leave allowances and allocation and provide regular updates of balances
- Support and assist staff with HR queries
- Policy development and documentation – ensure all internal policies and procedures are relevant and updated when necessary and ensure all staff are aware of all internal policies
- Develop contracts and manage relationships with service providers and develop a good understanding of contract terms and IBPSA's obligations

4. GRANT MANAGEMENT

- Manage the grant approval process for partner grants
- Manage the reporting schedules of partner grants and prompt partners for timeous reports
- Create budget templates for partners
- Manage monitoring and evaluation of partner grants
- Manage the reporting schedules of IBPSA funded grants

5. PERSONAL DEVELOPMENT

The importance of personal development among staff is considered to be an essential part of the sustainability of IBPSA. All staff are encouraged to identify short-term and long-term goals that relate to your current work and to future prospects

JOB COMPETENCIES

EDUCATION:

- Bachelor's degree in social science, economics, or a related development field

EXPERIENCE:

- 5 - 10 years' experience in working in an international development sector organisation at a senior administrative level
- Experience in managing financial and human resource systems
- Experience in streamlining administrative systems, diaries and logistical arrangements
- Experience in dealing with the statutory requirements of setting up an independent South African NGO is highly desirable

6. SKILLS

- Excellent written and verbal communication skills and the ability to develop long distance functional working relationships with head office staff in Washington DC
- Skills in problem solving, troubleshooting and general lateral and logical thinking are essential

7. ATTRIBUTES

- Personal qualities of integrity, credibility and a commitment to and passion for IBP's mission
- Self-driven, motivated and highly responsible
- Skills in problem solving, troubleshooting and general lateral and logical thinking are essential

8. PHYSICAL DEMANDS:

- Limited travel may be required

DISCLAIMER: *The information provided in this description indicates the general nature and level of work to be performed by the individual in this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of the employee assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time.*