

## **JOB DESCRIPTION: Head of Operations (Closing date 31st May 2019)**

*The Health Economics and Epidemiology Research Office (HE<sup>2</sup>RO) of the University of the Witwatersrand, based in Johannesburg, South Africa is an internationally recognized health research group which conducts research and analysis on issues of public health importance, including a strong focus on HIV, TB, and NCDs. HE<sup>2</sup>RO, with a complement of approximately 70 researchers and research and administrative support staff, seeks to build the evidence base to improve health policies and programs in South Africa and the region. We collaborate on policy relevant research with Boston University and other national and international organizations. For more information visit our website at [www.heroza.org](http://www.heroza.org).*

We seek a dynamic, enthusiastic, and self-motivated Head of Operations with excellent organization, communication, and problem-solving skills to provide senior managerial and administrative oversight for the division in all areas, including grant management, finance, HR, IT, facilities, and maintenance.

### **Responsibilities and Duties**

- Ensure organizational effectiveness of finance, HR, IT, facilities and maintenance of the unit
- Managing and overseeing of division budgeting, forecasting, expenditure tracking, accounts payable, payroll, procurement and reporting
- Manage a large portfolio of grants ensuring compliance, reporting and financial deliverables are met timeously
- Provide strategic direction, budget proposals and development oversight for new grant funding opportunities
- Contract management and compliance
- Lead and manage the administrative team in supporting the day to day operations of the division
- Work with all levels of staff to facilitate HR support and management
- Effective participation in senior leadership team, as requested by the division director and other directors
- Manage senior level internal and external stakeholder relationships including Wits Health Consortium and divisions as well as international and local donors and government departments
- Perform other tasks and contribute to organizational management as needed.

### **Requirements:**

- At least an Honors or Master's degree in social science, public health, finance, or business administration
- Minimum 5 years working experience in a health-related research environment at a senior management level
- Minimum 5 years' experience managing and overseeing grant funded programs (preferably U.S. government grant management experience)
- Advanced skills in MS Office programs, particularly in Excel, Word, and Powerpoint
- Able to set priorities, handle multiple tasks simultaneously, with an outstanding level of attention to detail, and synthesize a broad range of information in a fast paced environment
- Strong management and leadership qualities and interpersonal skills, able to resolve conflicting priorities
- Excellent command of English language (both written and spoken), able to present confidently and prepare reports of highest quality
- Self-motivated, able to work independently and as part of a multidisciplinary team.
- If not a South Africa citizen, eligible for a work permit in South Africa.

The position is based at HE<sup>2</sup>RO's head office in Johannesburg but may require travel within sub-Saharan Africa and possibly globally. Overtime/weekend hours will be required from time to time. This is a full time position.