

Health-e News: Manager of Operations

Health-e News Service is looking for a strategic, process-minded person to oversee key functions, including financial and human resources management, and investigate new business opportunities.

Reporting to Managing Editor, the Manager of Operations will:

- Work closely with Health-e's outsourced financial team to manage the budget and financial reporting to donors
- Assist to develop and implement a five-year strategic plan and annual implementation plans
- Lead monitoring and evaluation
- Oversee HR, including performance management
- Assist with fundraising, and donor relations and reporting
- Identify business growth opportunities
- Present quarterly financial reports to the board.

Key Qualifications

The successful candidate should demonstrate a passion for breaking new ground in social change in the health sector. S/he will have a thorough understanding of financial management and human resources, and have experience with strategic development and planning, budgeting, business analysis and human resources management.

Additional requirements:

- Ability to balance delivery against the budgets
- Strategic thinker who can anticipate future issues and opportunities
- Manage and develop staff
- Develop donor relations
- Identify and pursue new business opportunities
- Undergraduate degree
- At least five year's experience in a non-profit or small business.

The position is based in Johannesburg/ Cape Town and salary is negotiable, based on experience.