

Job Description: Operations manager

Position Overview:

INSPIRE (Initiative for Social Performance in Renewable Energy) is seeking a highly motivated and skilled person to join our team as an Operations Manager.

As a member of the INSPIRE team, you will play a crucial role in supporting our organisation's critical day to day portfolio of implementation activities. Your work will contribute to advancing social performance in South Africa's renewable energy sector and promoting best practices in the field.

This post offers a valuable opportunity to put your organisational development and project management skills to contribute to a just energy transition in South Africa and beyond.

Key Responsibilities:

- **Operational Management:** Oversee and manage the day-to-day operational functions of the organisation, including internal systems, tools, and workflows to support the smooth delivery of INSPIRE's project portfolio.
- **Project Coordination:** Track timelines, deliverables, and team responsibilities across multiple projects; support alignment between planning, implementation, and reporting cycles.
- **Financial and Procurement Support:** Work with the Managing Director and financial administrators to manage project and organisational budgets, process payments, track expenses, and uphold procurement and donor compliance requirements.
- **Contract and Compliance Oversight:** Manage contracts with consultants, service providers, and project partners, ensuring documentation, timelines, and deliverables are properly monitored and filed.
- **Human Resources and Team Support:** Support recruitment, contracting, and onboarding of new staff and consultants; assist in shaping a collaborative and inclusive team environment.
- **System Development and Administration:** Improve and maintain internal tools for documentation, monitoring, evaluation, knowledge management, and donor reporting.
- **External Coordination:** Liaise with service providers, funding partners, and stakeholders on operational matters; support logistical arrangements for meetings, workshops, and events.
- **Organisational Development:** Contribute to improving internal policies, systems, and procedures that align with INSPIRE's values and operating model.

Qualifications and Skills:

- At least 5 years of experience in operations, project management, or organisational support roles—ideally in the NGO, corporate, research, or development sector.
- A relevant tertiary qualification in Business Administration, Project Management, Public Administration, Development Studies, or a related field.
- Project Management: Strong organisational and planning skills, with the ability to manage multiple priorities and timelines.
- Financial Acumen: Experience managing project budgets and working with financial systems, reporting tools, and procurement processes in a donor-funded environment.
- Technical Proficiency: Comfortable working with digital tools such as Trello, Slack, Google Workspace, Zoom, and Microsoft Excel.
- Communication: Excellent interpersonal, written, and verbal communication skills.
- Self-Management: Ability to work independently and remotely, with high levels of accountability, initiative, and follow-through.
- Values-Driven: A strong alignment with INSPIRE's mission and a commitment to equity, sustainability, and a just energy transition.

Duration and Compensation:

This is a full-time position / consulting appointment for a term of 6 months (May-October 2024), with an option to renew if the funding is available and the KPI for the work is met.

The remuneration package is R511 305 gross for the duration of the term.

Flexible working arrangements can be considered, and the work is to be conducted remotely.

The applicant will need to have own computer sufficient to run the software applications necessary.

Application Process:

To apply for this position, please submit the following documents to Action Appointments

1. Cover letter expressing your interest in the position.
2. Updated resume/CV highlighting relevant education, skills, and experience.
3. Sample of a project budget with explanation of the methodology used.

Note: Only shortlisted candidates will be contacted for an interview.

INSPIRE is an equal opportunity employer and encourages applications from individuals of all backgrounds. We value diversity and inclusion in our team.

For more information about INSPIRE and our work, please visit our website
www.inspire-excellence.net.