

Career Opportunity

Title: Operations Manager

Department: Operations

Contract: 1 Year fixed term

Reporting to: Director of Operations

Effective from: Immediate

Location: Johannesburg, South Africa preferred, with flexibility to work on a hybrid work location model, work-from-home being the primary base of our work location.

Purpose of the Role

The Operations Manager role will be Responsible for overseeing and managing the day-to-day operations of the business across Africa and providing support services that enable staff to work optimally in all office locations as well as remotely, facilitating interdepartmental communication and allocating tasks and resources as needed to efficiently and effectively operations. This role contributes to the smooth operation of the operations department and the overall success of Greenpeace Africa's mission to protect the environment.

Main duties

Office Management

- Ensure the office spaces are safe and secure, comfortable, environmentally friendly i.e. recycling, energy saving solutions, water saving methods are adopted and liaise with Landlord to ensure that the building is well maintained.
- Ensure all rental agreements are regularly reviewed and renewed where applicable.
- Perform IT capacity planning (current and future)
- Manage budget for office and IT, ensure that budget is not exceeded and expenses are well recorded.
- Coordinate and manage office relocations, including ensuring sufficient security, access control and safety levels are in place and maintained
- Ensure minimum standards for office spaces are developed, approved, implemented and maintained consistently across all locations.

Management, Servicing & Control of Assets

- Make sure that physical property is fit-for purpose, serviced, operational and in order
- Maintain Asset Register listing and reconcile with Finance every quarter.
- Implemented and updated systems and procedures for management of assets and ensuring compliance.
- Make sure that the offices are kept clean at all times, liaise with cleaning service providers and ensure SLA terms are followed
- Ensure that all office equipment are serviced and operated within policy

Procurement policies and procedures

- Ensure procurement is done in accordance with the GPI guide for electronics and green procurement.
- Review procurement procedures by ensuring that suppliers fulfil all requirements in the scope of work as agreed.
- Educate staff about the procurement policies and procedures
- Ensure all Service Level Agreements are in place, updated and planned for in time.
- Manage the procurement of equipment on behalf of the five offices in line with existing policies.
- Maintain suppliers database and renew annually
- Facilitate the procurement of goods and/or services on behalf of other departments in line with existing policies when required. Value for money is crucial and so liaising with departments in question to understand the specific requirements.
- Coordinate meetings and workshops, logistics invitations, venues, schedules including staff entertainment.
- Assist P&C Administrators with travel arrangements for staff in accordance with the Travel Policy.
- Planning and organising meetings and events when necessary
- Provide IT appropriate training to all GP Africa's staff.

Management of suppliers/services providers

- First point of contact for suppliers/service providers for Office related services and products including cell phones, phones, insurances, travel services, etc.
- Analyse expenses and suggest cost saving measures including change of suppliers
- Manage the process of sourcing new suppliers and evaluating existing suppliers
- Ensure contracts are maintained & are working effectively.

Health and Safety Compliance

- Ensure that the office complies with the OHS Act and ensure task teams are formed and responsible for safety and first aid. Liaise with the Security Manager if there are any emergencies. 24/7 On-call duty for emergencies

Budgeting

- Prepare annual budgets for Unit
- Plan, budget, obtain approval and implement projects requiring capital expenditure
- Ensure approval from SMT member is obtained for expenditure before incurring such
- Manage designated cost centres, budgets and capex within budget
- Manage the use of approved budget on an annual basis

Qualifications and Experience

- Tertiary qualification in Business Administration
- Minimum 5 years' experience in a similar role.
- Experience working with MS Office
- Experience in supervising staff and contractors.
- Capacity to identify and flag complex operations and challenges, break them down into problems that can then be tackled and resolve them.
- Knowledge of market dynamics, regulatory requirements, and cultural nuances across Africa.
- Experience working in challenging and sometimes security conscious environments.
- Project Management experience advantageous

Required skills and behaviours

- Excellent communication skills.
- Strong analytical skills.
- Ability to multitask and execute requests on time.
- Ability to work independently.
- Approachable.
- High level of integrity.
- Upholds confidentiality.

Greenpeace Africa is an equal opportunity organisation committed to achieving diversity within its workforce, irrespective of gender, nationality, disability, sexual orientation, culture, religious and ethnic background.