



FFSA is hiring an Operations Manager

[Fossil Free SA](#) is a campaign working for an end to the fossil fuel industry in South Africa, particularly through fossil fuel divestment and challenging greenwashing in all its forms. Our core campaigns are for divestment by individuals and institutions, an end to greenwashing by the creative industries, and for bans on fossil fuel advertising.

We are creating a new position of operations manager to support our director-coordinator, lead our good administration, ensure continued organisational development and proper support for our team.

As operations manager, you will work with the director and campaigns coordinator as a guardian of our overall stability, efficiency and effectiveness. You will:

- Provide support on organisational development, including sound governance, a happy culture and smooth internal communications.
- Oversee our finance team
- Ensure that our team and people policies are effective, humane, up to date and consistently implemented.
- Ensuring all team members have full HR support and guidance, including check-ins and appraisals.
- Track our ongoing commitments and funder expectations.
- Lead the administrative side of our fundraising and reporting.
- Support our management committee and governance of our voluntary association
- Ensure that we are in all respects compliant with relevant legislation and regulation.
- Strengthen our community of supporters through overseeing regular communications and organising in-person events.

You should have a passion for human rights, be extremely well-organised, be obsessive about detail, love supporting people, be a master of cloud-based and Internet work streams (we are based mostly in Google Workspace) and be happy to work remotely with regular virtual and in-person check-ins. You should have your own computer, reliable internet access and ability to travel to occasional local appointments. Diversity will be a key consideration in making this appointment. Cape Town-based, please.

We are dependent on external funding, so this is a one-year full-time contract position which we hope can be renewed. Annual pay before tax is R600,000 depending on experience. We do not currently offer employee benefits.