

## **Vacancy**

CISP Operations Manager Mogadishu

Position: Operations Manager

Location: Mogadishu

Duration: 1 Year (renewable)

Start of assignment: as soon as possible

Reports to: CISP East Africa Regional Administrator

### **Summary**

Comitato Internazionale per lo Sviluppo dei Popoli (CISP), or International Committee for the Development of Peoples, is an International Non-Governmental Organization (NGO) set up in 1982 and formally established in 1983 with its Headquarter in Rome (Italy). In collaboration with various local partners, CISP carries out projects in areas of humanitarian assistance, rehabilitation and development, in more than 30 countries in Africa, Latin America, Middle East, Asia and East Europe. CISP's mission is to promote fundamental rights for all, to participate in development, peacekeeping, recovery and emergency response processes in partnership with all key stakeholders.

CISP is now seeking an Operations Manager to be based in Mogadishu Office.

### **Job Description**

The Operations Manager will be based at the CISP Office in Mogadishu with frequent missions to Nairobi. He/she will be responsible for the overall smooth running of operations in Mogadishu in line with CISP requirements and donor standards. He/She will effectively and efficiently support the Field Coordinator and the Program team to achieve the objectives and goals as defined with the Regional/Country Coordinator and the Regional Administrator.

The person selected will:

- Assist the Regional Administrator in managing operations aspects linked with the institutional presence of CISP in Somalia.

- Assist the Regional Administrator in the full and consistent implementation of the CISP's Operations Manuals for quality management of the office in Mogadishu ensuring that all the systems, processes and policies are applied in the office, with focus on financial, logistics, procurement, HR and security procedures.
- Play a significant role in planning, including an initiative geared toward operational excellence.
- Execute the following responsibilities and functions in the management of the personnel in liaison with Nairobi Administration Department: execution of the formal obligation provided by the internal regulations and local legislation; supervision and follow up of the periodic training and support to the administrative staff; general monitoring of work done by the staff with administrative functions; provides for the correct filing of contracts of the staff.
- Assist the Regional Administrator in overseeing overall financial management, planning, systems and controls including processing and monitoring proper utilization of funds transferred for project's activities and office running costs. Collaborate with the Administration Department in Nairobi to ensure a monthly calendar with deadlines aimed at guaranteeing constant updating of CISP's Accounting System, with the assistance of finance and logistic officers.
- Ensure that in the Mogadishu Office, all documentation related to payments made are filed and archived.
- Liaise with the Admin Dept. in Nairobi in order to facilitate, through the timely delivery to Nairobi of the related documents, the submission of the financial reports (interim, final, etc.) to Donors and all necessary arrangements to comply with audits requirements.
- Supervise the quality, completeness and accuracy of supporting documents, PN, cash and bank reconciliation, procurement procedures and filing system.
- Supervise Logistics in adequate inventorying of CISP assets including a detailed information sheet on each vehicle owned/used by CISP.
- Supervise Logistics to ensure timely and safe transfers of staff and supplies.
- Ensure security procedures are in place and followed for smooth and safe implementation.
- Liaise with Field Coordinator and Project Managers on a regular basis with a view to monitoring the budgetary expenditure of their projects and to ensure proper cash flow, as requested by the Regional Administrator.
- Support Field Coordinator and Program staff to ensure smooth operations at all times, liaise with Field Coordinator and Program staff to better support planning and day to day implementation of all projects.
- Any other duties assigned by the Regional Administrator.

## Requirements

- Recognized Masters Degree in Business Management and Administration or related fields.
- Experience (3-5 years) in Operations and Admin departments (preferably with international NGOs).
- Familiarity with most common software packages.
- Ability to plan for and meet deadlines, sometimes under pressure.
- Ability to grasp and communicate goals and objectives clearly.
  
- Excellent communication skills both verbal and written in English and Somali.
- Knowledge of government contract management and experience in organizational effectiveness and operations management implementing best practices.
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives.
- Excellent interpersonal skills and a collaborative management style.
- A demonstrated commitment to high professional ethical standards in a multicultural workplace in post conflict environments.
- Knowledge of compliance implications of non-profit status.

## How to apply:

Candidates suitably qualified for this position are invited to submit their CV (including 2 referees) and a COVER LETTER to CISP (max 500 words), at the e-mail address: [nairobi@cisp-ngo.org](mailto:nairobi@cisp-ngo.org) The Subject line must read: "Operations Manager Mogadishu".

**Current salary and expected salary should be included in the cover letter.**

Only shortlisted candidates will be contacted.

Closing date for applications is 23<sup>rd</sup> February 2015.

CISP reserves the right to close the vacancy before the above-mentioned deadline if a large number of applications is received and suitable candidates can be shortlisted as a result.