



## **JOB DESCRIPTION - FIELD**

**JOB TITLE:** Operations Manager

**GRADE/BAND:** I

**SUPERVISOR TITLE:** COMU Director I

**POSITION STATUS:** Local Professional

**MAIN PURPOSE OF JOB:** The Operations Manager is responsible for ensuring the smooth operation of technical efforts and field activities by coordinating programmatic information and providing logistical and management support to facilitate the implementation of the activities of MSH Projects in Liberia. The Operations Manager oversees **the office administration, facility management, property management, transportation, dispatch system and logistics of the MSH offices in Monrovia and in the field.** The Operations Manager supervises administrative staff and is responsible for ensuring that the operational and administrative functions adhere to standard MSH regulations, standard operating procedures (SOPs) and good business practice, and support the timely and effective implementation of the project's technical scope of work.

**DEPARTMENT:** COMU

**LOCATION:** Main Office, Monrovia, (Liberia)

**REQUIRED MINIMUM EDUCATION:** Master degree/Engineer Diploma in business Administration, or management required.

**REQUIRED MINIMUM EXPERIENCE** At least 07 years' experience in Operations/Administrative Management position with advanced logistical and support staff management; Significant logistics management experience, preferably with an international organization.

**KNOWLEDGE and SKILLS:**

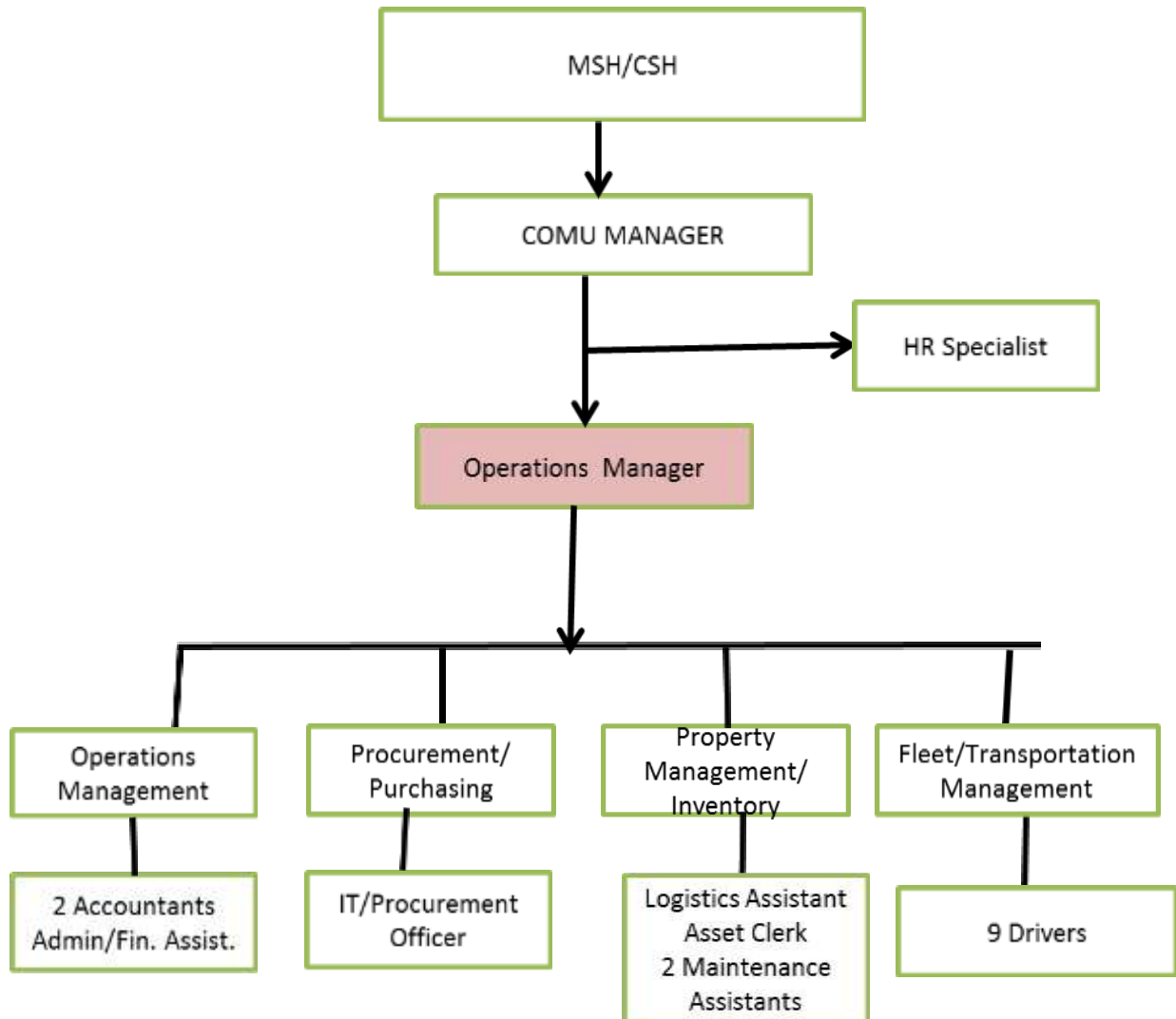
- Experience managing USAID-funded activities and thorough knowledge of procurement and inventory regulations and requirements.
- Excellent cross-cultural communication and interpersonal skills demonstrated by ability to interact professionally with culturally and linguistically diverse staff, clients and consultants.
- **Strong leadership, analytical and organizational skills; demonstrated ability to direct a team and subordinates, be able to work independently, and manage a variety of activities with attention to detail.**
- Conflict management skills
- Work experience with projects supported by international organizations (USG Funds, UN system, Global Funds, etc.)

- Excellent communication skills
- Excellent organizational and interpersonal skills with a service-oriented outlook.

**COMPETENCIES:**

- Ability to work under pressure
- **Ability to work independently, prioritize tasks, and meet deadlines**
- English skills fluency highly required including speaking, writing, understanding, and reading.
- Ability to work in a team

## ORGANIZATIONAL STRUCTURE



## MAIN DUTIES AND RESPONSIBILITIES

NO.	Key Performance Areas	Major Activities / Responsibilities	Percentage of time (must equal 100%)
1	<u>Operations management</u>	<ul style="list-style-type: none"> <li>• <b>Supervise MSH's offices administration, transportation, and logistics unit (staff) to ensure smooth support to projects activities</b></li> <li>• Carry out other operations/administration tasks as required by the Director for Country Operations.</li> <li>• Maintain rigorous operations systems ensuring that systems are in place for the proper receipt, rotation and control of program's materials</li> <li>• Organize regular meetings with the operations team in Monrovia and in the field, in order to share all information and problems, and finding solutions where necessary.</li> <li>• Conduct field visits regularly to ensure smooth implementation of the procedures and bring technical support to field Operations Coordinators.</li> </ul>	30%
	<u>Procurement &amp; Purchasing</u>	<ul style="list-style-type: none"> <li>• Control all local purchases as per defined threshold and in accordance with MSH SOPs for Procurement before Country Operations Director's approval and maintain tracking and documentation systems (e.g. inventory control system, procurement documentation tracking system, etc.) that will facilitate future processing, payment and audit requirements.</li> <li>• Assists projects on developing procurement plans and follow their implementation</li> <li>• Oversees local procurement and execute all approved payments for local vendors, contractors, and consultants for goods and services received, in accordance with the laws and regulations of Liberia, and MSH and USAID regulations (<i>Purchase Request, Purchase Orders, Local Contracts and Vendor Agreements, Local Sub-awards/Contracts, Export Control Support, Local Consultants Rate Setting and Negotiations, Clearing Individuals &amp; Entities Checks</i>)</li> <li>• Oversee importation or exportation transactions directly or through third-party agents or brokers;</li> <li>• Enter into legal contracts and leases with other entities in-country for the provision of goods and/or services;</li> </ul>	20%

	<u>Property Management and Inventory</u>	<ul style="list-style-type: none"> <li>Oversees the inventories and controls over project office fixed assets, such as furnishings, and computer equipment, as per MSH procedures for inventory management (<i>Motor Pool - Inspection, Registration, Insurance, Operations, Supervision, Assignments, Vehicle Maintenance, Fuel Consumption Tracking, Vehicle Logs, Maintenance Records, Incident Reports, and Performance Records</i>)</li> </ul>	10%
	<u>Fleet, Transportation and Logistics management</u>	<ul style="list-style-type: none"> <li>Oversees management of current vehicles fleet and expected project-supported fleet vehicles ensuring that policies and procedures are well documented, understood and adhered to by drivers, passengers and management staff.</li> <li>Strengthen and maintain a system to register all MSH drivers, and follow-up on their driving certifications and qualifications. Record any infractions and take action as necessary according to MSH policies and procedures.</li> <li>Train new drivers on standard operating procedures (SOPs) for vehicle usage &amp; handling</li> <li>Ensure that all drivers have taken technical and driving skills test and have valid driving license before authorized to drive SCMS vehicles.</li> <li>Keep active communication and systematically report of any incident or accident, breakdown, occurred on the vehicle to his supervisors; and verifies that all vehicle administrative documents are rein place and updated (insurance, technical inspection, tax forms, etc.)</li> <li>Strengthen and maintain a vehicles maintenance program which ensures that all vehicles are maintained according to schedule.</li> <li><b>Monitor overall fuel consumption and follow-up on irregularities. Compile, consolidate and analyse monthly consumption reports, and provide a monthly compiled report with analysis to the COMU Director. Track vehicle &amp; fuel usage and monitor fuel consumption across central and regional offices</b></li> <li>Ensure that temporary duty visitors are received/accompanied at/to the airport, have safe and adequate transportation and accommodations during their stay.</li> <li>Supervise all the custom clearance of all goods purchased outside of CIV; help resolve international transport issues of said goods.</li> </ul>	30%

	<b>In-Country Travel, Workshops, &amp; Logistics</b>	<ul style="list-style-type: none"> <li>• Coordination and oversight of travel arrangements and logistics</li> <li>• Development and oversight of an MSH Country per diem rate schedule and travel guidelines</li> <li>• Coordination and management of logistics and control of payments for Participant Training, Study Tours, and In-country Events and Workshops</li> <li>• </li> </ul>	10%
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**Candidates must meet all the criteria of minimum qualifications.**

**Send your application to [hrliberia@msh.org](mailto:hrliberia@msh.org) stating the position in the subject line of your email.**

**Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **Wednesday July 31<sup>st</sup>, 2017.****

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