



Diversified Integrated Vocational Educational Foundation ((DIVEF)

Call for Applicants

Position: Operations Manager, Monrovia, Liberia

DEADLINE FOR SUBMISSION: JUNE 30, 2023

Overall Job Purpose

The Operations Manager (OM) will assist DIVEF (www.divef.org) Liberia in implementing program support operations/services. They will be the support manager for the national staff and the Head of the Logistics, Finance, and Administration Departments. Reporting to the Country Director (CD) will assist the CD in overseeing the financial aspects of the program. It will ensure that DIVEF's Finance, Logistics, HR, and Admin policies are followed. In addition, OM will closely support the DIVEF technical team covering the program activities under **Psychosocial support, Vocational and Social skills training, social support and network enhancement, and Access to Sports and recreational activities**. The critical task is to ensure the program achieves its objectives in all support-related activities by the program grant/award(s). They will also lead the construction of DIVEF's facility across Liberia.

Work Base: Monrovia with travel to Field bases in Liberia as per program requirements

Reporting to: Country Director (CD), Liberia

Annual gross income: 14,400 USD

Responsible with the CD for compliance with the policies and procedures set out in DIVEF Program Finance, Logistics, HR/Admin manuals, and other policy/procedure guidelines that apply to a specific activity or situation (e.g., Security, Finance, HR policies, and Logistics).

The primary responsibilities of this post include the following:

Logistics Management

- Assist the CD in ensuring proper implementation of logistics procedures for warehousing and asset management, fleet and fuel management, communications systems and maintenance, local procurement, and overall program logistics support for activities.
- Assist the CD in coordinating and insurance the maintenance, repair, and installation (when necessary) of all vehicles, generators, communication equipment, and IT materials.
- Support the CD with the daily management of the running, maintenance, and security of DIVEF real estate.
- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules, and logs documentation, e.g., waybills, stock cards/requests, etc.
- Assistance for program Asset Management and disposal. Ensure all program assets are recorded, monitored, and maintained as required.

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- Keep current documentation, maintenance, and insurance of all DIVEF's vehicles and ensure proper usage of vehicle logbooks, fuel consumption, and daily/weekly routine checks (incl. fuel stocks and logs completed and recorded daily).
- Oversee selection/identification and maintenance of the office/accommodation facilities and their related utilities, ensuring safe and standard living and working conditions for all DIVEF sites.

Logistics Procurement

- Ensure that standard procurement procedures are followed at all DIVEF offices in Liberia.
- Assist the logistics team in coordinating in-country procurement of program entrants and operational support items.
- Ensure consignment and Customs clearance of goods for their expected arrival in Monrovia and follow up on tax exemptions process.
- Work with the Grants Manager at HQ on international procurement.

Financial Coordination

- In collaboration with the CD and HQ GM, assist in ensuring the financial integrity of programs.
- Assist the CD with the proper implementation of DIVEF finance field systems to ensure that timely and accurate financial reporting is sent to the HQ as required, as well as to oversee adequate cash flow and regular follow-up on budget expenditure and planning.
- Assist in accounting for all grants and by the grant agreement(s).
- Assist in ensuring good quality finance and administration systems as per the standard DIVEF guidelines are set up and functioning in field programs.
- Communicate with different departments to oversee program departments, including logistics, submit monthly budget forecasts, and prepare monthly planned expenditures based on these.
- Prepare monthly paper and electronic reports on expenditures against the project budget(s) and send these together with copies of all hardcopy receipts and other expenditure-related paperwork according to deadlines.
- Prepare monthly payroll with the finance assistants, verify it with CD, and send electronic and paper version reports.
- Assist and provide ongoing training to local administrators in the DIVEF procedures and ensure that all members of the DIVEF team are trained and respect the Finance, Administration, and Logistics guidelines.
- Responsible for payment of all local team members, including daily workers, when necessary.
- Oversee allocation of In-Country Living allowance and security cash to international team members and reimbursement of approved expenses.
- Maintain all DIVEF bank accounts in-country and set up new accounts according to program needs.
- Ensure that monthly bank statements are obtained and are legible and submitted with monthly financial documentation.

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Administration

- Oversee with the CD that standard DIVEF administrative procedures and forms are adhered to and used for routine administrative matters, including providing documents as requested by relevant official authorities.
- Follow up on all rental agreements, including the DIVEF house(s), office(s), vehicles, etc., and renew rental contracts when necessary.
- When necessary, follow up on DIVEF registration in the country with the Ministry of Foreign Affairs and other local actors.
- Assist the CD with any other administrative tasks as required.

Human Resources

- In collaboration with the CD, management of field logisticians and administrators, drivers, guards, and cook/cleaners.
- In collaboration with the CD, responsible for all administrative aspects of the local staff HR management systems. Ensuring systems are correctly implemented (in line with the Liberian labor laws) to ensure transparent recruitment procedures, set up of internal rules and regulations, performance reviews, complaints systems, salary scale, and local payroll.
- Implement and develop (as needed) local staff policy per national labor law.
- Help the CD to ensure compliance with all local government taxation and labor regulations concerning employment contracts.
- Coordinate actions related to the administration of human resources activities, ensuring consistency in applying DIVEF rules and procedures and local labor law.
- Review and amend the Internal Rules and Regulations for DIVEF national staff by national labor law.
- In collaboration with the CD, regularly ensure that standard salary scale and per diem policies are in place and updated upon validation from DIVEF HQ.
- In collaboration with the CD, ensure that national staff adheres to DIVEF contracts, policies, and internal rules. This includes setting up non-technical job descriptions and assisting with editing technical job descriptions, posting adverts, organizing interviews, etc.
- In collaboration with the CD, promptly ensure the effective implementation of national staff performance reviews in coordination with respective line managers.
- In collaboration with the CD, ensure that international team members respect internal rules and policies about managing national staff under their responsibility.

Program Support

- 50% travel time to all sites within the program to monitor compliance with policies and procedures, review operational activities, and work closely with field staff to enhance the active support given.
- At the request of the CD, provide Logistic/HR/finance/admin support during field missions.
- Support with the tooling of the M&E system when required.

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Communication

Internal:

- Maintain regular communication and collaboration with the Technical and Project Field Coordinators
- Organize regular general team meetings as well as operational support meetings.
- Submit a summary report of activities carried out every week. This report shall include identifying areas of weakness and strengths and recommending improvement in the implementation and performance of the related tasks.
- Take part in the Annual report on the overall accomplishments, challenges, and general analysis of the ongoing objectives of the program achievement.

External:

- Support the CD in assessment missions when required.
- Assist the CD with field-related information for external reports and donor proposals and create viable new proposals and budgets for future grants or Memorandums of Understanding.
- Represent DIVEF at National and county level meetings with the government and Health Partners, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings.
- Ensure transparent and efficient data exchange, context reports, etc., with relevant stakeholders.
- Any other related duties as may be assigned by the CD and CEO

Requirement:

- Bachelor's Degree or equivalent in Logistics or Business Management, but a master's will be preferred.
- 6 to 12 years of related experience
- Able to work as part of an established team with excellent communication skills, team builder, flexible, adaptable
- Good and robust command of computer skills and especially in Microsoft Excel
- Conduct all activities in an honest and trustworthy manner
- Only Liberian National

Submit all applications before the 30th of June 2023 by e-mail to: recruitment@divef.org; no hardcopy is allowed.

Note: due to the urgent need to fill this vacancy, the position may be filled before the deadline.

With Subject Line 'Operations Manager– Monrovia'. Female Candidates are strongly encouraged to apply.

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