

Manager Of Operations

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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The Manager of Operations (MoO) is responsible for effective and efficient management and control of many operational processes in the country organization. This includes Finance, IT, Security and Logistics. In Uganda, attention to risk, compliance, as well as capacity building with the ZOA team and partners, are a key part of the role. Human Resources is not part of the MoO Uganda scope and is the responsibility of the HR Manager in Uganda.

Requirements

- Bachelor's degree in financial management or auditing;
- Knowledge of ZOA's finance practices;
- Command of English is essential
- Preferably, some cross cultural experience in a development setting.
- At least 3 years' experience in a similar senior level position in recovery or development settings in developing countries;
- At least 3 years' experience in an international NGO.

Responsibilities

Finance

- Contributing to the Country Strategy and Annual Plan, with a specific task in preparing the corresponding annual budget and financial sections;
- Preparation of country annual accounts, in accordance with relevant legislation and regulations;

- Monitoring finance compliance to internal and external (donor and government) rules and regulations;
- Advises and supports the Country Director and Programme Managers in the development of budgets of funding proposals;
- Managing financial audits and responding to audit reports.

1. The following day to day activities are undertaken by the Head of Finance Uganda with the MoO providing oversight, support and approvals as needed:

- Preparing and processing the allocation of indirect costs to project budgets;
- Preparing monthly, quarterly and annual financial reports at country organisation and programme organisation level;
- Development of monthly and quarterly financial management information at country organisation and at programme organisation level.

Administration

- Maintaining country specific policies and procedures in the fields of Finance, management, Security, Logistics and procurement in compliance with ZOA global quality management framework and IT;
- Maintenance of country administrative manual (finance, procurement) and ensuring compliance;
- Monitoring of and support on processes and procedures related to finance, security, logistics and procurement.

Procurement

- Oversees adherence to the ZOA procurement guidelines, ensuring locally-appropriate systems and procedures are in place, updating guidance, training materials and directions to teams as needed;
- Early 2024 the procurement system will transition to ERP, the MoO will support and oversee this process and the training needs of the Uganda team.

Logistics

- Implementation of IT policies and procedures in compliance with ZOA's worldwide framework;
- Managing availability, continuity and security of appropriate IR facilities;
- Implementation of logistical policies and procedures in compliance with ZOA's worldwide framework;
- Monitoring and evaluation of logistical policies and procedures;

- Supervising Logistics Coordinator at country level, ensuring a fit for purpose logistics manual is developed, maintained, and understood by all responsible for logistics.

Security

- Supporting the Country Director to enforce adherence to the security rules and instructions as described in the ZOA Security Handbook and the Local Security Plan;
- Supporting the Country Director to update and review the Local Security Plan on a regular basis;
- Supporting the Country Director in taking on other security responsibilities as requested, e.g. practical incident follow up, following up on security incident reports, debriefing with teams.

Partner capacity

- Contributes to local partner capacity enhancement in areas of Finance, IT, Logistics and risk management.

Leadership and management

- Member of the Uganda Management Team and the Local Crisis Team (in case of critical security incidents);
- Oversight of the ZOA Uganda risk management framework and ownership of elements relating to operational areas.
- Provides leadership to staff reporting to the Manager of Operations;
- Supervises and periodically appraises the performance of staff reporting to the Manager of Operations;
- Directly involved in recruitment, onboarding and training of staff working in finance, IT, logistics and procurement;
- External engagement and coordination with peer agencies in Uganda via the Finance and Logistics working groups (under the INGO network), local partners and consortium partners.

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