

Job Description

Position	Head of Operations, Nilinde	Grade	
Department & Location	Programs, Nilinde Project - Nairobi	Date	March, 2017
Duration	3 Years Fixed Term Contract		
Reports to	Chief of Party		
About Plan	Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected.		
Purpose	Support for Orphans and Vulnerable Children (OVC) for Nairobi and Coast Counties of Kenya is a USAID-funded \$41 million Cooperative Agreement awarded to a consortium led by Plan International. Known locally as the Nilinde Project, this five- year initiative aims to improve the welfare and protection of the most vulnerable households affected by HIV/AIDS by reducing economic vulnerability and empowering parents to make investments that will improve the health and well-being of OVC.		

Dimensions of Role:

The Head of Operations will support the Chief of Party (CoP) in overseeing the development, design and implementation of program activities and be specifically responsible for all operations activities on the project. S/he ensures that the project implementation is in accordance with USAID rules and regulations. S/he supports the CoP in ensuring quality in the management of Nilinde including but not limited to Grants Management, Compliance, Administration, Finance, and Logistics. S/he will be responsible for ensuring that the services in these areas are delivered efficiently and effectively in support of the Nilinde project; providing accurate and timely operational information for quality management implementation; ensuring that operating practices in the Nairobi and Project Field Office(s) are consistent with Plan International agency-wide operating policies and with donor requirements; planning, directing and controlling activities in support of the overall office and Nilinde program operations; and mentoring national other staff to enable them to eventually assume higher responsibility for operations.

Typical Responsibilities - Key End Results of Position:

A. Financial/Budget Management

- Ensure the efficient financial management of the project’s resources in accordance with best practice and in compliance with USAID requirements, including the implementation of robust internal control systems that mitigate against potential wastage and fraud;
- Assist in the development of tracking and monitoring tools in finance and budgets that guide management in making strategic decisions that result in the attainment of the project’s objectives;
- Review all financial transactions for accuracy and budget adequacy;
- Review all payments before they are effected;
- Participate in the development of budgets, any projections, any revisions and initiate any requests for obligations;
- Monitor expenditures against budgets (donor, organisational, obligated), determine burn rates, and advise management on any actions to take;
- Review all financial reports to all stakeholders including KCO, USNO, USAID for accuracy and rationale, and interpret any observations for management;

- Ensure financial practice is in compliance with donor requirements, organisational policies and Kenyan laws;
- Rationalise the operations of the finance department to enhance and entrench efficiencies; and
- Continuously build the capacity of finance staff.

B. Grants Management

- Provide over sight in the entire grants management cycle starting from solicitation of applications; review, shortlisting and selection of applicants; pre-award assessments; negotiations; contract awarding; training and capacity development of partners; management of funds disbursement; monitoring and site visits of partners; reporting; and close outs.
- Assist in the development of tracking and monitoring tools in grants managements that guide management in making strategic decisions that result in the attainment of the project's objectives.
- Review all financial reports to all stakeholders including KCO, USNO, USAID for accuracy and rationale, and interpret any observations for management;
- Ensure grants management practice is in compliance with donor requirements, organisational policies and Kenyan laws;
- Rationalise the operations of the grants management department to enhance and entrench efficiencies; and
- Continuously build the capacity of grants management staff.

C. Audits

- Be the contact person for all audits the project is subjected to whether internal or external, and in close collaboration with other relevant offices within PLAN, provide all responses to any observations, findings and recommendations; and
- Periodically, but with urgency, monitor the status of, and ensure implementation of any audit recommendations.

D. Logistics, Administration and Procurement

- Ensure efficiency and compliance to PLAN policies, donor requirements and Kenyan law of the entire operations function including, but not limited, to fleet management; property leases; infrastructure maintenance; infrastructure distribution; travel arrangements; procurement; vendor relationships; all aspects of inventory management; asset identification; and security;
- Assist in the development of tracking and monitoring tools in logistics, administration and procurement that guide management in making strategic decisions that result in the attainment of the project's objectives;
- Ensure the integrity and security of all electronic data;
- Install standards in archiving of records, both electronic and hard;
- Continuously build the capacity of logistics, administration and procurement staff.

Communications and Working Relationships:

The position envisages close collaboration and interaction with external partners, other internal departments, other PLAN offices, Niiinde stakeholders and all staff members, through different fora, including meetings.

The Head Operations directly supervises the Finance Manager, the Grants Manager and the Senior Logistics and Procurement Coordinator.



Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

Education, Knowledge & Experience:

- Bachelor's degree in relevant field. A Master's degree in business administration, or related field preferred will be an advantage;
- 15-20 years of proven regional and/or international operations management, of which 5 to 10 years of these should have been in leadership positions with a strong bias towards oversight for USG/USAID policies and procedures in regards to financial management & reporting, awards management and procurement processes. Relevant regional/international/regional work experience in one or more developing countries would be an added advantage;
- Strong management and decision-making skills, self-motivated, able to work independently and proactively within matrix management structure;
- Experience in facilitating the capacity-strengthening efforts of diverse colleagues, consortium partners and local partner organizations;
- Experience with grant implementation management;
- Demonstrated strengths in relationship management; strong cross-cultural skills;
- Able to work as a member of, and to lead, a team with colleagues;
- Proven leadership in operational management and monitoring of development programs with multiple field/sub offices;

Skills & Competencies Specific to the Post

- Excellent written and oral communication skills required;
- Excellent planning, operational and problem solving skills;
- Excellent organization and planning skills; detail-oriented, adaptable, flexible;
- Ability to build capacity and develop strong working relationships with senior national staff;

Values

Commitment to Plan Values.

Physical Environment and Demands:

Willingness to travel and spend 25% time in project field office(s) and visiting project sites.

Level of Contact with Children:

Low: Occasional interaction with children

Signatures:

Signature of Employee & Date

Signature of Supervisor & Date

******* END OF JOB DESCRIPTION*******