

Welbodi Partnership – Recruitment



Position: Operations Manager

Location: Freetown, Sierra Leone

Start Date: 1st June 2016 or as soon as possible thereafter

Duration: 12 months

Responsible to: Country Director

Salary: Competitive

Background

Welbodi Partnership (WP) is a UK-registered charitable organisation based at the Ola During Children's Hospital (ODCH) in Freetown, Sierra Leone. Since 2008, Welbodi has worked towards improved paediatric care in the Western Area of Sierra Leone through hospital system development, infrastructural changes, staff training, provision of equipment and community engagement in partnership with ODCH staff, the Ministry of Health and Sanitation (MOHS) and the Sierra Leone Institute of Child Health (SLICH). Our technical expertise, strong relationships with local stakeholders and participatory approach allow us to deliver sustainable, locally led projects. To date, we have worked most closely with the Ola During Children's Hospital and the Jenner Wright community health clinic, located in the densely populated eastern part of Freetown. During the Ebola Virus Disease (EVD) outbreak WP expanded its support to the Princess Christian Maternity Hospital (PCMH) and Rokupa Government Hospital (RGH). Welbodi Partnership programmes support the Government of Sierra Leone's (GoSL) aims in maintaining resilient zero and rapidly reducing maternal and child health in the country and are aligned with the pillars outlined in the Health Sector Recovery Framework.

Read more about Welbodi Partnership here: http://welbodipartnership.org/wp-content/uploads/2016/05/Welbodi-Partnership-Profile_2016.pdf

SCOPE OF WORK: Welbodi Partnership is looking to recruit an Operations Manager to join the team in Freetown to support the smooth and efficient running of the organisation. This is a key role in the organisation and you will be responsible for ensuring that the operations run smoothly and all systems and processes are adhered to. You will be able to identify ways to improve processes, draft or amend policies and manuals to roll out these improvements and put in place monitoring systems to ensure they are effective. This role would suit a detail orientated person who is able to maintain high standards under pressure and whilst juggling multiple tasks.

RESPONSIBILITIES:

- To create, implement and manage systems to support the Welbodi Partnership team/office
- To help create, implement and manage a range of policies in areas such as human resources, procurement and safeguarding
- To oversee in country logistics, such as procurement and management of supplies for the Welbodi office or projects, and communicate with the UK office concerning any procurement in the UK.
- To support project implementation and provide cover for project management
- To stay up to date with statutory regulations in Sierra Leone and ensure they are followed.
- To liaise with administration and senior staff of hospitals and PHUs supported by WP as needed
- To represent WP at meetings as needed, such as health NGO meetings, health sector steering group, hospital management meetings
- To assess and manage risks to the team and develop security and mitigation plans in collaboration with the Country Director and UK office
- To ensure that WP data and information is secured, and ensure staff has access to necessary files
- To supervise the Office and Supplies Manager and a team of drivers
- To contribute to WP's communication and social media outputs

- To work with team members to troubleshoot and come up with solutions to issues concerning the team, housing, transportation or project related matters
- To provide regular reports on operations to the UK Director of Operations and Country Director
- To perform any other duties deemed necessary to meet the needs of Welbodi Partnership

REQUIREMENTS:

- Graduate level degree
- At least 3 years experience in a similar role
- Experience in implementing improvements and development of key processes
- Experience in donor and statutory regulation compliance
- Proven financial management competency
- Knowledge of procurement and coordinating with contractors and tendering
- Experience of human resource management policies and procedures
- Excellent people skills and the ability to work collaboratively with people from diverse backgrounds
- Ability to self-motivate, prioritize, multitask and work autonomously within the scope of the role
- Ability to stay organized, good record keeping, excellent report writing and problem solving skills
- Ability to identify problems and challenges and to identify solutions
- A positive outlook, a team spirit, enthusiastic and ready for a challenge
- Commitment to collaboration, relationship building and working in partnership
- Excellent computer skills particularly in Microsoft Word, Power Point and Excel
- A good command of the English language (verbal and written)
- Flexibility in roles and responsibility is essential
- Experience living or working in a developing country, preferably in West Africa

Desirable:

- A Master's or a degree in a relevant discipline
- Experience in a management role in an NGO or in a low resource setting
- Krio or other local language ability, and/or familiarity with Sierra Leone

APPLICATION PROCESS: Interested candidates should email a copy of their CV, cover letter, and a list of three relevant references to jobs@welbodipartnership.org as soon as possible. The job title should be included in the subject line. Your cover letter should include: your country of residence and nationality, your date of birth, dates you are able to commence and duration of availability. Only those applicants shortlisted for an interview will be notified.

Equality and Diversity Statement

The Welbodi Partnership confirms its commitment to a comprehensive policy of Equal Opportunities in volunteering and employment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the organisation. It is the Welbodi Partnership's policy as an employer to treat all people equally irrespective of race, ethnic origin, nationality, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.

Applicants for this position should be aware that if successful, they will be requested to complete a Disclosure and Barring (DBS) check, or equivalent in countries other than the UK. The Welbodi Partnership complies fully with the DBS Code of Practice. The entirety of the Welbodi Equality and Diversity statement is available upon request.