



WE ARE HIRING!

The Initiatives for International Dialogue (IID) is seeking a motivated and dynamic peacebuilder and human rights advocate filling the position of Operations Manager (OM).

JOB SUMMARY

The OM is mainly responsible for ‘operations oversight and organizational development’ of IID. The OM supports the Office of the Executive Director (OED) by directly overseeing and guiding IID’s internal processes and operations, including its structure, policies, and team culture and dynamics, to improve quality, productivity, and efficiency.

The OM will be based in Davao City, Philippines, and will report directly to the Executive Director.

Primary areas of responsibility

- 1. Operations oversight and Organizational development**
- 2. Human Resource management and development**
- 3. Financial, Budget and Office management, including safety, security and risks**
- 4. Internal Governance, responsibility and accountability**

Additional and support roles

- 1. Supports the ED in Fundraising, Donor Relations and Representation**
- 2. Handles Special Projects**

Application Procedure

Interested applicants are requested to submit a cover letter, Curriculum Vitae (CV), and three contact details of references in English. Only complete applications will be reviewed and only shortlisted candidates will be contacted. Please email your application to Mr. Gus Miclat, Executive Director, IID at: gus.miclat@iidnet.org with the subject heading “Application: Operations Manager Position”.

Deadline for Submission of Application: 25 April 2022, until 6:00PM Philippine time (GMT + 8).

FULL JOB DESCRIPTION

Human resource management and development

- Seeks out and identify capacity-development and training opportunities/activities for all staff
- Assists the ED in overseeing the implementation of staff recruitment process, personnel evaluation, and accountability and disciplinary action
- Leads in seeking and managing contractual relations with service providers and independent consultants

Financial, budget and office management, including safety, security and risks

- Coordinates with the ED and the Administration and Finance Officer to oversee the financial health of the organization including compliance with organizational financial policies and procedures
- Oversees the timely production and delivery of institutional and Program narrative and financial reports to donors
- Ensures safety and security plans are regularly established, implemented, and reviewed, including conducting risk assessments for the overall organization as well as for each project
- Ensures that organizational data is effectively organized and secured

Internal Governance, responsibility and accountability

- Helps the ED identify the needs of, and strengthening internal governance, responsibility and accountability
- Helps the ED convene the Project Management Team (PMT), and oversee agreements of PMT in relation to operations and organizational development
- Convenes and oversees regular staff meetings
- Initiate, cultivate and maintain strong relations with the Board of Directors
- Oversees technical preparations for Board meetings
- Supports ED on resource mobilization and fundraising strategies
- Helps represent the ED and oversee the implementation of the decisions of the Project Management Team (PMT) for resource mobilization and donor relations matters

JOB QUALIFICATIONS:

- Commitment to the approach and values of IID;
- Master's Degree or equivalent experience in human rights, development studies, social studies, law or other relevant fields;
- Minimum 5 years' experience at senior management level working in the field of peacebuilding, human rights or development with NGOs or CSOs – including work with local organizations;
- Excellent writing and analytical skills in English;
- Ability to work independently and manage a diverse, multicultural team;
- Ability to work effectively under pressure and meet deadlines on activities that are time-sensitive;

- Proven experience working with networks and ability to cultivate existing partner relations;
- Experience with fundraising and donor relations;
- Demonstrated experience with financial management, budgeting and oversight;
- Strong leadership and people skills including networking and relationship-building;
- Ability to demonstrate flexibility and cooperation in working with the team and local partners; and
- Excellent attention to detail.