

JOB OPPORTUNITY

Operations Director

Summary

This position leads the Finance, Human Resources, Grants Management, Legal, IT and Administrative functions at the program, ensuring full compliance with institutional policies, local law mandates and best practices. The Operations Director will guide the program to develop and implement sustainable management strategies, support fundraising efforts, set standards related to operational management, and ensure that human and financial resources are maximized for the greatest conservation impact.

Some of the key areas of contribution are:

1. Implements practices and guidelines in Finances, Human Resources, Grants Management, Legal, IT, Administration and Security to ensure attainment of program business plans for growth and sustainability, ensuring effective operational capacity for the program.
2. Supports the implementation of Project Management practices and guidelines in consultation with Program/Project Leads ensuring sound and effective management of donor projects across program, supporting fund raising efforts at all levels.
3. Leads the management of the financial area of the program through the adoption and implementation of sound financial and grant management, accounting, budgeting, and oversight of audits

Responsibilities

Leads Financial Management area ensuring sustainability and effectiveness

- Provides strategic direction granting sustainable growth for the program while minimizing risk.
- Leads the program budgeting and long-term financial planning processes (planning, review, approval, implementation, and monitoring)
- Ensures financial and accounting records follow donor requirements, local and national government regulations and CI policies and procedures. Review transactions to ensure accuracy minimizing risk, errors, and fraud.
- Submits timely accurate financial reports to Finance-HQ in compliance with CI policies & procedures.
- Submits timely accurate financial, human, and fiscal reports required by the Mexican government.
- Participates in trainings provided by the Mexican government on the fiscal system and other development events relevant to this position.
- Monitors monthly budgets, ensuring that program year-round expenditures are in compliance with approved budget. Guarantee that all disbursements are within the ceiling, and that major deviations, if any, are justified and approved both by CI and donor organizations.
- Provides monthly financial reports to Program Leadership, guiding project colleagues on allocation of Cost Center management.

- Advises strategically on budgets development for project proposals.
- Manages internal control systems and procedures. Based on CI Operational Policies and Procedures and local and national regulations, leads the development and implementation of internal control mechanisms within the program to safeguard all assets (i.e., cash, supplies, and real properties) from loss or from any unauthorized use.
- Supervises the annual audit of the financial records of the national and corridor offices and ensure that all audit findings and observations are corrected and addressed after audit completion in a timely manner.
- Provides financial analysis and interpretation to management.
- Supports the program in budget preparation for proposals, biddings and fundraising efforts as needed.

Provides oversight and guidance over contractual, external grants and incoming donor agreements.

- Coordinates and supports the implementation of Project Management practices and guidelines in consultation with Program/Project Leads ensuring sound and effective management of donor projects across regional programs.
- In close coordination with the Program Director and other program units (i.e. Fund Raising and Grant Management Unit) ensures implementation and proper oversight of external grant making processes, including review and evaluation of proposals, risk assessment of applicants, drafting of agreements, development of appropriate monitoring program, review of financial reporting, close outs and associated documentation and record keeping.
- Closely collaborates with other program units (i.e. fund raising and program) preparing proposal budgets aligned with CI policy and donor requirements; supporting program managers in the planning and administration of their budgets in conformity with donor requirements; facilitating sound communication with donors.
- Ensures contracts are awarded and managed following CI's procurement and contracting policies and procedures.
- Ensures timely closeouts of donor and external grants in line with CI Policies and Procedures.
- Monitors timely collection of pledge payments on in-country donors.

Lead the Human Resources function, ensuring that HR practices are implemented effectively and in compliance with local and global standards, policies and practices.

- Ensures compliance with CI HR global policies and Mexican labor law mandates
- Provides Program Director and supervisors with strategic guidance and advice on staff management (workforce planning, staff development and working environment)
- In coordination with the Global HR, supervises full implementation of CI's HR global programs and initiatives.
- Administrates compensation and benefits ensuring internal equity, fair practices, and competitiveness.
- Ensures documentation of HR processes, including recruitment and selection, maintaining staff's official permanent records in compliance with legal requirements of the local labor laws and other local codes.
- Leads Performance Management, ensuring supervisors and employees fully understand the process, providing guidance during the annual Performance Appraisal process.
- Assesses staff training needs and recommends/designs/implements training programs for staff development and capacity building.

- Provides advice to Country Director and leads of programs on in issues related to employee relations, including performance improvement plans and termination proceedings as necessary in close collaboration with Global HR
- Leads staffing and organizational structure efforts ensuring roles, responsibilities and workflow are clear among the operational staff.

Ensures effective and efficient Program Operational capacity

- Leads the operations team, assessing the program operations performance; and taking steps to address and remedy areas of concern.
- Serves as field advocate by facilitating communication with HQ on policies and procedures.
- Maintains efficient use of program resources making sure that administrative services are provided in a timely and cost-effective way, including office administration and IT services.
- Security focal point:
 - Acts as a in-country security focal contact point, providing support to the Country Director and Director of Safety and Security (based in US) to implement the safety and security plan as well as make recommendations and monitor security concerns and trends.
 - Ensures staff travelling remotely carry and understand the use of standard safety and security equipment, including but not limited to satellite communications device, first aid kits, emergency supplies.
 - Helps track Safety and Security compliance throughout the CI field operations.

Institutional aspects

- Participates in weekly and monthly meetings and retreats, as necessary.
- Complies with reporting requirements (time sheets, other internal reports)
- Participates in regional institutional networks and training events

Requirements

- Bachelor/University degree in Business Administration or related area
- Post-graduate degree on Finance and/or Human Resources or equivalent experience
- 7 to10 years' experience in similar directive positions
- 5 years' experience in business administration and finance management
- Experience in administration, finance, accounting teams
- Experience with management of Human Resources function and sub-functions
- Experience in diverse funding management, including US and European governments, multi-laterals, and large foundations
- Experience in management of financial and HR systems (i.e. Oracle, Microsoft Office, etc.) - Technology Proficiency
- Excellent communication skills (English and Spanish)- verbal and written
- Strong supervisory skills
- Solid knowledge of Mexico's fiscal and labor law requirements and practices
- Strong teamwork abilities – Team player, able to provide strategic guidance, analyze trends and tendencies and advise accordingly
- Competencies: Strategic thinking, negotiation, problem solving, analytical capacity, able to prioritize and work with short deadlines, adaptable, resourceful, and able to manage a changing environment.

Preferred

- Experience in the Non-For-Profit sector (International NGO), Mexican Civil Society institutions
- Familiar with nature conservation programs

Working Conditions

- This position directly supervises the Finance, Administrative, and IT functions and is a secondary supervisor of the finance team of USAID and GEF projects.
- Coordinates closely with the Program Technical Director.
- This position may need to travel up to 30% of its time to the field offices and internationally

Application Process

Candidates who meet the requirements, please send your CV with relevant experience to:

Email: gsoto@stkjobs.com

Subject: "Operations Director"

Deadline: November 7, 2020