**Position Title: Operations Manager**

JOB DESCRIPTION

**Report to: Deputy Country Director**

**Overview**

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ. Samaritan’s Purse (SP) started work in Haiti after the earthquake in 2010 with cross-sectoral emergency response programs. SP Haiti has also responded to the cholera outbreak and Hurricane Matthew in the sectors of WASH, livelihood, agriculture, ministry, maternal child health and nutrition, GPP, and education.

Samaritan’s Purse is looking for Operations Manager who will play a central role, supporting the set-up and day to day running of operations unit including procurement, logistics, ICT, asset management, and safety and security. S/he will enhance cross-functional communication thus ensuring that operations support effective program development and implementation. She/he coordinates and collaborates with various departments to ensure integrated and harmonized operational systems.

**Summary of Duties and Responsibilities**

**Procurement**

* Ensure the efficient procurement of goods and services in a transparent and accountable manner, ensuring value for money and justifiable use of funds;
* Coordinate and collaborate with other departments in setting up an annual procurement plan;
* Update and maintain the Preferred Vendor list;
* Conduct periodic market survey;
* Lead the processes for tendering, contracting and international procurement;
* Ensure a clear, complete, well-documented paper trail in systems files;
* Ensure the consistent application of Samaritan’s Purse procurement policies and procedures through mentoring and providing periodic orientation to staff; and
* Regularly update and share the Purchase Request Tracking System (PRTS) to relevant staff.

**Logistics**

* Ensure the consistent application of vehicle - driver policies and procedures;
* Ensure proper transport planning and cost effective utilization of transport services in a coordinated manner with relevant units;
* Assess transport requirements of the country program on a regular basis and ensuring appropriate solutions are implemented;
* Ensure timely renewal of registration, insurance and other Government related requirements for vehicles;
* Monitor timely repairs/maintenance of all SP vehicle and ensure that all necessary documentations and items are kept inside the vehicle according to SP Haiti policies/procedures;
* Oversee the efficient maintenance and update of vehicle service and maintenance record;
* Oversee the tracking and monitoring of the fuel level of the tank for vehicles and ensure timely request for replenishment;
* Conduct regular checks on use of vehicle logbooks/records to ensure compliance to policies and procedures;
* Oversee the consistent and efficient implementation of processes related to receipt of goods/items (assets, fuel, consumables) from vendors or other SP Haiti offices ensuring compliance to Samaritan’s Purse policies and procedures; and
* Ensure timely submission of all relevant reports (fuel consumption, vehicle usage) to the Country Director and Finance Manager on a monthly basis and as required.

**Information Communication Technology and Asset Management**

* Ensure Samaritan’s Purse IT policy and procedures are understood and adhered to by all staff.
* Ensure provision of effective support systems, enabling the smooth operation of ICT systems and management of information;
* Develop staff IT capacity, skills and confidence in using common software packages;
* Develop a multi-year plan for asset replacement (vehicles and IT);
* Ensure that the IT planning reflects program priorities, and the development of an IT strategy to ensure that IT is sufficient for future program requirements;
* Liaise with Samaritan’s Purse HQ IT support in relation to IT maintenance and IT equipment management and formatting;
* Ensure that all Samaritan’s Purse assets (i.e. program, communication and IT) and properties are registered and safeguarded to prevent waste, fraud, unauthorized use or misappropriation and assume responsibility for safeguarding the security of equipment;
* Ensure smooth functioning of communications including access to telephones, satellite phones and Delorme; and
* Oversee the regular update and maintenance of the fixed asset register and the conduct of periodic physical inventory and reporting according to Samaritan’s Purse policies.

**Safety and Security**

* Collaborate with the Country Security Manager in the consistent implementation of Samaritan’s Purse security guidelines and procedures and ensure compliance among all staff;
* In collaboration with the Security Advisor, periodically review security guidelines and protocols and make recommendations to the Country Director;
* Ensure all office and accommodation meet basic security standards as advised by the Country Security Manager and safety procedures i.e. first aid kits, fire extinguisher, etc.;
* Collaborate with the Country Security Manager on security trainings for staff;
* Ensure that security briefings to all staff/visitors arriving at the site for the first time are carried out;
* In coordination with the Security Advisor, monitor the security situation and provide updates and recommendation to the CD;
* Liaise with relevant security agencies services as needed by Samaritan’s Purse; and
* Be on top of the security communication tree and disseminate security information to staff based on advice from the Country Security Manager.

**Budget responsibility**

* Support the Finance Manager as required in annual budget planning and rolling budgets, and the preparation of the year-end financial statements.
* In conjunction with the Finance Manager, monitor and control expenditure on the core costs budgets to ensure that it stays within available funding and agreed budgets using budget monitoring tools and highlight, as appropriate, under/overspends and agree on actions required.

**Key Responsibilities**

* Submit all registration documents for vehicles to (Office d’Assurance des Vehicules Contre Tiers) OAVCT to meet compliance with vehicle usage by an NGO.
* Represent SP at government entities to meet government standards and regulatory compliance.
* Assist IHQ Logistics in importing/exporting assets via air or sea in Haiti.
* Communicate with local contacts/government offices on importing/exporting assets.
* Liaison with customs broker to ensure timely release of assets.
* Renewing all the renewal government documents related to NGO registration and program.

**Education and Experience**

*The requirements listed below are representative of the qualifications, knowledge or skills required.*

* Bachelor’s degree in Business Administration or related field
* 3-5 years of hands-on experience in operations with international organizations, NGOs preferred;

**QUALIFICATIONS**

* Strong communications skills (written and oral) with a good command of the English language.
* Detail oriented with proven administrative experience and knowledge
* Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions
* Strong relations management abilities. Ability to work collaboratively
* Team leadership abilities
* Evidence of a commitment to promoting teamwork and team unity
* Ethical conduct in accordance with recognized professional and organizational codes of ethics
* Proactive, resourceful, solutions-oriented and results-oriented
* Experience working in a multicultural environment
* Working knowledge of Microsoft Office

**LANGUAGE**

* English, written and oral (required)
* Creole and French , written and oral (strongly preferred)

**REASONING ABILITY**

Ability to identify and solve practical problems and deal with a variety of concrete variables in situations. Demonstrated ability to be flexible and adaptable. Ability to interpret a variety of instructions and take initiative. Ability to acquire and track data, and compile regular reports on program activities.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be meet by an employee for successfully perform the essential functions of this job. Reasonable accommodations may be make

to enable individuals with disabilities to perform the essential functions. While performing the duties

of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel,

crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is usually moderate but can be exposed to loud noises around the main roads
* May travel in country with exposure to communicable diseases, hot and humid weather conditions.
* Work in a security context that is fluid

Interested parties can send their application letter and CV to the following email address: [SPHaitiRecruitment@samaritan.org](mailto:SPHaitiRecruitment@samaritan.org). Deadline for submission of application is on October 29, 2021 2021.  Please note only the shortlisted candidates will be contact. Interviews will be conduct on rolling basis and the vacancy will be close when filled.