

The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Senior Operations Manager**

Role profile: **Senior Operations Manager**

Job purpose: The Senior Operation Manager will play a critical role in partnering with the senior leadership team in strategic decision making and operations as Global Campaign for Education continues to enhance its quality programming and capacity of its members and partners.

Location: Johannesburg, SA

Reporting to: Global Coordinator

Line Manages: Finance Coordinator, HR & Governance Coordinator, Financial Compliance Coordinator

Employment Type: Fixed-term contract with possibility of renewal, to commence ASAP

Level: 6

Duties and Responsibilities:

Financial Management

- Analyze and present financial reports in an accurate and timely manner
- Coordinate and lead the annual audit process liaise with external auditors
- Coordinate annual budgeting and planning process in conjunction with the Global Coordinator; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement contracts management and financial management/ reporting system; ensure that the membership billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present critical financial matters to the Global Coordinator

Human Resources, Technology and Administration

- Further develop GCE's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined as per the GCE guidelines.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organisation scales.

Audit and Internal Control

- Ensure that all policies and procedures relating to audits, reviews and certifications are presented and carried in a timely manner
- Draft new policies as required
- Ensure strict internal control; take responsibility for developing, managing and monitoring of GCE internal controls to ensure compliance with international standards

Qualifications and Key Competencies:

Essential:

- Master's degree in financial management, accounting, MBA or other related fields.
- 8 to 10 years of experience in financial management, auditing and Human resources management.
- Up to 5 years of experience in a managerial role and ability to supervise finance and admin staff.
- Proven ability to monitor and analyse budget trends and to prepare financial reports.
- Experience in strategic planning.
- A commitment to GCE's core values, principles and mission to promote the right to education.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English, as well as strong writing and communication skills.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable:

- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

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- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.