



HIRING NOW

DIRECTOR OF OPERATIONS
WINDLE INTERNATIONAL UGANDA

WHO WE ARE



Windle International Uganda (WIU) is an International Non-Governmental Organization providing access to Education for refugees and host communities in Uganda. As a leading education organization, our mandate is to expand access to, and improve the quality of education for refugees and communities affected by conflict.

WIU is currently looking for a suitable leader to fill the role of Director of Operations (DOO). The DOO is a member of the Senior Management Team (SMT) and will oversee the Directorate of Operations.

Position: Director of Operations

Supervisor: Executive Director

Location: Head Office, Kampala



Job Summary:

The Director of Operations is responsible for the seamless coordination of the directorate by directing efficient and effective support services to the organization that will drive the successful implementation of our strategy. The DOO will oversee the following departments:

- Administration Management (Logistics and Security)
- Human Resources Management
- Supply Chain Management (Procurement, Logistics and Inventory Management)
- ICT Management
- Engineering

Key Duties and Responsibilities:

General Duties

- 🔥 Ensure effective oversight for all operations that include planning and coordinating activities with other directorates.
- 🔥 Provide effective guidance for strategic and operational planning.
- 🔥 Supervise the day to day running of the directorate through the respective departmental heads.
- 🔥 Provide guidance in line with general operations while ensuring compliance with statutory obligations in the country.
- 🔥 Spearhead the development of governance related policies, processes and procedures as well as support board functions and operations.
- 🔥 Ensure that WIU policies, systems and procedures are up to

date and aligned to organizational strategy.

- 🔥 Ensure timely reporting from the departments.

Human Resource and Administration

- 🔥 Provide administrative and operational support to the unit/department.
- 🔥 Guide and enforce compliance to the manuals, guidelines and policies in place.
- 🔥 Ensure adherence to employment laws and guidelines while ensuring that employee data is protected.
- 🔥 Maintain an efficient system for inventory management.
- 🔥 Ensure effective oversight of all operations
- 🔥 Coordinate with other directorates in the planning and provision of administrative and operational support to staff at all levels.
- 🔥 Provide effective guidance for strategic and operational planning.
- 🔥 Evaluate operations & recommend appropriate and timely changes in policies, systems and procedures to ensure services are aligned with the organizational strategy.

Procurement and Engineering

- 🔥 Ensure effective contract management and timely payments.
- 🔥 Oversee the implementation of best practices and value for money in the procurement department.
- 🔥 Provide day-to-day support supervision for the engineering department.
- 🔥 Ensure a healthy supplier-buyer relationship in the organization.

Finance

- 🔥 Take part in budget management and tracking so as to

monitor expenses while utilizing funds efficiently.

- 🇷🇺 Ensure compliance to internal and external finance guidelines.
- 🇷🇺 Advise and support the development of budgets and funding proposals.

Safeguarding

- 🇷🇺 Provide support for the periodic review, update and compliance with the Windle International Uganda Safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) policy.
- 🇷🇺 Actively promote and reinforce the organizational values and culture of zero tolerance to sexual exploitation and abuse; continuously seek and guide on better ways to prevent, create awareness as well as report and respond to sexual exploitation and abuse.

Risk Management

- 🇷🇺 Ensure risks are actively being managed across the organization; monitor interdepartmental activities to ensure that all risks are documented, assessed and mitigated.

Qualifications, Skills, and Experience:

- 🇷🇺 A Master's degree in Business Administration, Management or relevant qualification.
- 🇷🇺 A professional background in Accounting or Procurement.
- 🇷🇺 Minimum of 8 years' operations management experience in an international development agency in a senior level position.
- 🇷🇺 Excellent management, conceptual and analytical skills, effective negotiator, with the ability to positively

influence cross departmental and cross-sectoral working relationships.

- 🔥 Strong skills and expertise in strategic and operational planning, financial and budget management.
- 🔥 Strong leadership skills, proven experience in strategic planning, overseeing large operations and ability to effect and manage change effectively.
- 🔥 Excellent communication, and presentation skills
- 🔥 Experience working and coordinating interventions with diverse I/NGOs, Partners and Government agencies.
- 🔥 Ability to adjust to constantly changing situations while maintaining focus on delivery.
- 🔥 Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans.
- 🔥 Strong computer proficiency including Microsoft Office.
- 🔥 Demonstrated ability to communicate and collaborate with individuals and teams at all levels.

The DOO should possess the following competencies:

- Strong written, and verbal communication skills with ability to write clear and well-argued assessments and reports.
- Ability to train, mentor and inspire the team.
- Ability and willingness to work under pressure to meet demanding deadlines.
- Proven ability to manage and lead teams in multiple locations.
- Demonstrated ability to appropriately handle stress and conflict.
- Sound judgement: Quick results-oriented problem-solving

approach.

- High level of integrity, accountability, and sense of responsibility.

How to apply

📌 All applications should be submitted through the ‘Apply Now’ link on <https://windleuganda.org/careers/>

📌 The closing date for applications is **25th September, 2023** at **6:00 pm**.

Disclaimer

- ❖ Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation of any kind
- ❖ Windle International Uganda is a corruption–intolerant employer. No fee is charged at any stage of the recruitment process and no fee should be paid to anyone claiming to be a representative of the organization. Report to the number **0800111428** if you are asked to pay a fee by any individual for this recruitment.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Women and persons with disabilities who meet the job requirements are encouraged to apply.
- ❖ Whereas we actively welcome all applications, only shortlisted candidates shall be contacted for interviews.