

Title: Operational Manager

Closing Date: 31 December 2011

Duty Station: GOMA -NORD KIVU-RDC

Period: 24 month

Starting Date: January 2012

Main objective:

AVSI is looking for an Operational Manager in charge for monitoring the operational processes in all AVSI RDC offices, ensuring a good and efficient management of project supporting activities, providing correct quantitative and qualitative information and maintaining a clear and trustful internal control on the management of the annual AVSI RDC budget.

The position requires corporate managing and organizational skills, knowledge about basics accounting rules, managing of external audits and local technical staff empowerment through direct supervision in order to promote a positive professional growth.

As a point of reference in the AVSI RDC structure, s/he will have to take part at the definition of strategies that support programs.

The principal supervisor is the AVSI DRC Country Representative, the O.M. will work closely with the Manager of Branch Offices (Area Team Leader) and the persons in charge of Administration, Logistics and Human Resources.

Reporting to: Country Representative

Specific duties:

- In collaboration with the Country Representative s/he will have a major role in the development of the country programs strategies.
- Operational Management
- Logistic/Administration
- Human Resources Management

More details will be given during the selection interviews.

Essential requirements:

- University degree
- 5 years of experience in development context
- 3 years of experience in direction and management of the programs support activities
- Good knowledge of French and English (written and oral)
- Proficient knowledge of the standard IT software
- Strong capacities of financial management and planning
- Leadership and training skills

Desirable features:

- Previous experiences with ONGs
- Superior qualification/studies linked to AVSI activities sector
- Knowledge of Navision accountability software

How to apply:

Send your CV (in the format you can find in the previous section) by email to humanresource@avsi.org **Please, specify in the subject of the mail the code of the position you are applying for.** Only short-listed candidates will be contacted.

Code: 1811-OM-DRC

Include also:

1. Name, position and contacts (telephone and mail) of two referees.
2. First date of availability to take up place in the field.