

CALL – OPERATIONS MANAGER

JRS Malta is seeking to recruit a full-time **Operations Manager**.

The Operations Manager will be directly accountable to the JRS Malta Director and have responsibilities primarily in the areas of human resources, financial management, programmes, and fundraising.

In the area of human resources, the person selected will coordinate staff and volunteer recruitment, initial and ongoing formation, liaise with the Director and designated staff members to define the roles of the various team members, as well as monitoring and ensuring the wellbeing and welfare of the whole JRS team.

The selected candidate will also, under the supervision of the Director, be responsible for the overall financial management of JRS Malta when it comes to budget planning, budget execution and financial reporting. To this end, the selected candidate will be expected to work closely with the Admin and Finance Coordinator.

In the field of programmes and fundraising, the Operations Manager will, under the direction of the JRS Director, look out for new funding opportunities, draw up project proposals, and ensure that all project deadlines are met in a timely and satisfactory manner. The selected candidate will also be expected to maintain regular contact with benefactors and donors.

This document outlines the qualifications required for the post as well as the job description.

Terms and conditions

The selected candidate will be offered a 12-month full-time contract, with the possibility of being offered an indefinite contract upon a successful performance review. Salary offered will be commensurate to experience.

Qualifications

Applicants must:

- be in possession of a degree equivalent to Level 7 of the Malta Qualifications Framework.
- have experience in financial management, including developing and managing of budgets.
- have experience in managing human resources.
- be able to use Microsoft Office applications such as Excel.
- be able to speak and write English fluently.
- be able to work independently and take initiative.
- have excellent organisational and communication skills.
- be flexible and be able to work in a team.
- be willing to work with and for people from diverse cultures.

The following will be considered an asset:

- Previous experience in the refugee/humanitarian field.
- Experience working with an NGO.
- Experience developing and managing projects, as well as in preparing project applications and reports.
- A working knowledge of Maltese.

Job description

The selected candidate will be expected to work as part of a team.

The Operations Manager will be primarily responsible for:

- Coordinating staff and volunteer recruitment, and initial and ongoing formation to staff/volunteers/interns.
- Monitoring and ensuring the overall wellbeing and welfare of the JRS team.
- Ensuring that volunteers/interns are provided with the necessary supervision and/or support.
- Constantly monitoring and, if necessary, redefining roles/tasks of various team members.
- Identifying gaps in training and organising ongoing professional development training for JRS staff.
- Working with other members of the JRS team, in particular the JRS Malta Director and Service Manager, to evaluate and review existing, and develop new, services as and when necessary.
- Working on project development, in collaboration with other members of the team, drawing up project proposals for funding, and liaising with partners to define terms of collaboration.
- Overseeing the implementation of projects to ensure that all project deadlines are met in a timely and satisfactory manner.
- Developing a medium to long-term funding strategy and look for new funding opportunities.
- Maintain regular contact with benefactors and donors.
- Oversee budget planning, budget and execution and financial reporting.
- Developing internal policies and/or procedures and monitoring their implementation.
- Coordinating the management of the JRS Malta office together with the Fin and Admin Coordinator.
- Any other tasks that may be necessary.

Application and selection process

Applicants are to submit a letter of application, a police conduct certificate ('kondotta') and detailed Curriculum Vitae together with the names and contact details of two referees by not later than 08.06.2024 addressed to the Director, JRS Malta, by email or by post at one of the following addresses:

Sarria House, 1 Pjazza E.S. Tonna, Floriana, FRN 1481 | katrine@jrsmalta.org

Shortlisted candidates will be required to attend an interview and may also be asked to undertake one or more tasks, which may include spending some time in the office to better understand the nature of the organisation's work, before a final decision is taken.

More information about JRS and its projects is available at www.jrsmalta.org