

Operations Manager - Job Description

The Operations Manager is responsible for managing daily sanctuary operations and will report directly to the Program Director.

Operations Manager Responsibilities:

- Logistical Procedures – Oversee and plan for daily priorities and activities within all departments – chimpanzee care, outreach and education, funding and development, and ecotourism/hospitality
- Staff Management - Serve as the line manager of the organizations team of managers, permanent staff, contractors and casual staff, in an advisory and operational support capacity by providing them with the necessary information, tools and advice for efficient operation
- Office Administration – Oversee and execute day-to-day activities related to communication, financial planning, invoicing, record keeping, marketing, personnel and logistics.
- Human Resources - Manage employee relations, payroll, development and training, and recruitment
- Sanctuary Maintenance - Coordinate maintenance requirements of buildings, vehicles, and grounds; identify areas for improvement; oversee tasks are assigned to appropriate personnel and completed accordingly.
- Finance Management & Accounting – Plan, organize, direct and control the daily financial activities, such as procurement and utilization of funds, for all departments, and maintain appropriate financial records
- Ecotourism & Volunteer Program Management – Coordinate all aspects of the sanctuary's ecotourism projects; marketing and social media promotion; ecotourism partnership development; fundraising events; and volunteer program promotion and coordination.
- Work closely with the Conservation Manager on the effective implementation of community outreach projects including logistics, personnel and finances, as well as Strategic Planning & Project Delivery
- Work closely with the Development Manager to help identify funding opportunities for ongoing conservation, community outreach and education projects, and will oversee Proposal Development, Donor Reporting and stakeholder management

- Work closely with Resident Veterinarian to manage chimpanzee husbandry and welfare, logistical and financial requirements, personnel issues and maintenance requirements.

Operations Manager Person Specification

Requirements (Essential)

- Minimum of two years experience in a management role
- Strong management skills, the ability to work independently and as part of a team
- Excellent administration and record keeping skills
- Good problem solving skills and ability to be adaptive
- Excellent communication skills
- Fluent in English (verbal & written)
- Computer literacy, including Excel
- Willingness to work long and flexible hours
- A good sense of humour
- Ability to live and work closely with the rest of the team, comprising both western and local staff
- Patience and a willingness to work to different cultural values
- Suitable candidates must be able to commit for a minimum of 1 year

Requirements (Desirable)

- University degree in management, finance, business or conservation related subjects
- Experience working in a conservation or wildlife related organisation

Contract

This is a full-time, six (6) day a week position with a \$1000 salary per month. The contract includes: on-site accommodation; one African style meal per day; annual return airfare (subject to contract completion) and 4 weeks paid holiday per year.

The chosen candidate must provide evidence of personal health insurance, negative TB test and yellow fever vaccination.

How to Apply

Interested candidates should email a cover letter and CV to info@tacugama.com by November 1st 2018.

Tacugama is an equal opportunity employer and welcomes applications from all qualified candidates.