

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for Operation Manager position based in Head Office, Yangon. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL**  
**VACANCY ANNOUNCEMENT**  
*(FOR MYANMAR NATIONAL ONLY)*  
**ROLE PROFILE**

<b>TITLE: Operation Manager</b>	
<b>TEAM/PROGRAMME:</b> Myanmar Education Consortium (MEC)	<b>LOCATION:</b> Head Office, Yangon
<b>Number of Position:</b> 1 <b>GRADE:</b> NAT-2	<b>CONTRACT LENGTH:</b> Fixed Term
<p><b>CHILD SAFEGUARDING:</b>  Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.</p>	
<p><b>General Position Summary:</b>  The Operations Manager provides general management and leadership for the supply chain and operation functions at MEC including procurement, logistics, asset, admin, safety and security and information technology. The Operations Manager proactively and informatively communicates and coordinates the operation functions with partners, SCI/MEC team members in Yangon Office and other field locations including home-based staff as and when required. The Operations Manager is a key person within the Partnership and Program Support Department, who ensures the resources are planned and utilized towards effective program support and shares the overall responsibility for the direction and coordination of the MEC operation activities under the direct supervision of the Partnership and Program Support Director.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Supervisory Responsibility:</b> Operation Coordinator and Supply Chain Coordinator</p> <p><b>Reports Directly To:</b> Partnership and Program Support Director</p> <p><b>Accountability to Partners:</b> MEC team members are expected to demonstrate all efforts toward accountability especially to our equal partnership value and principles that take full advantage of the roles, knowledge, skills, reach and experience that each partner and MEC offer each other – and strive</p>	

to respect partners' roles, their experience, knowledge, leadership and existing resources in the ethnic and monastic education systems.

**KEY AREAS OF ACCOUNTABILITY:**

**Essential Responsibilities**

- Manage reliable and cost-effective operations and effective implementation of the strategies of MEC towards the right direction, including supervision of facilities & office management, information technology, procurement, asset management, travel management and safety & security on collaboration with SCI Function leads.
- Establish systems to ensure smooth flow of supply services for the program through different channels in order to respond to the program needs.
- Provide overall operational support to programs and facilitate coordination, supervision and monitoring of support activities designed to assist in fulfilling program objectives.
- Oversee the logistical aspects of the operation; including all staff movements as needed and ensure that security standards are maintained all the time.
- Work closely with other team in MEC to facilitate program planning and upcoming procurement resources needs – including to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance requirements.
- Responsible for the management of all project procurement functions compliance and control as described in the donor conditions and SCI policies.
- Support developing budgets for operations activities of the programs as an integral part of program annual operation plan (AOP) development and MEC internal operation budgeting.
- Represents MEC as required in coordination with SCI Operation Team.
- Ensure review and support for MEC's all partner of operation system strengthen
- This position requires for travelling to MEC's partners field office location (e.g MLM, MKN, MDL and Thailand & Myanmar border)

**Responsibilities of Operations Manager:**

The Operations Manager is responsible for but not limited to key responsibilities of operation management oversight, localization and implementation of policies and procedures for MEC and partners, resource management, Team management and the safety and security aspects.

**OPERATIONS OVERSIGHT**

Oversight, direction and advice on all aspects of MEC operations management, aiming at the achievement of the following results:

- Successful contribution for implementation of MEC AOP and executing the process and guidelines for procurement of goods and services.
- Maintain regular control on operations budget and identify any exceptions or possible implications of under / overspending in a timely manner.
- Promote continuous organizational learning culture with the empowerment of individuals and teams with the identification of learning needs.
- Provide managerial leadership to the Operation Coordinator and Supply Chain Coordinator and equip them with information, tools and resources to improve performance & reach objectives.

**IMPLEMENTATION OF POLICIES AND PROCEDURES**

Implementation of appropriate operations process and procedures that comply with SCI policies and procedures and with donor conditions focusing on the achievement of the following results:

- Provide technical and managerial leadership in localization and implementation of partners' operation, procurement and logistic policies and procedures.
- Full compliance of operations with Procurement and Logistics policies, procedures, and processes.

- Provide expert review and advice on service contract agreement, resource management, tools, and method associated with operation etc.

### **RESOURCE MANAGEMENT**

Effective and efficient resources management in administration, procurement, logistics and IT on the achievement of the following results:

- Ensure effective management of administrative / logistics resources and reporting in a systematic, transparent and efficient manner.
- Responsible for provision of high quality and timely procurement and other program support to MEC internal team and partners.
- Exercising management over procurement processes and logistics ensuring compliance with the procurement policies and procedures as well donor rules and regulations.
- Oversee provision of transport and travel support (international and domestic).
- Oversight on maintenance of proper custody of MEC assets and general inventory.

### **TEAM MANAGEMENT**

- Empower the team, deepen understanding of their roles and assist with career development.
- Equip team members with information, tools and resources to improve performance & reach objectives.
- Promote accountability, communicate expectations, and provide constructive feedback informally and formally via regular one on ones and performance reviews.
- Create and sustain a work environment of mutual respect where team members strive together to achieve excellence.

### **SECURITY**

- Ensure compliance with security procedures and policies as determined by SCI.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

### **Child Safeguarding Responsibility:**

- Ensure that all beneficiaries of your program are receiving ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct.

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

#### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

**Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

**QUALIFICATIONS ,EXPERIENCE AND SKILLS**
**Minimum Qualification & Transferable Skills:**

- Degree in Business Management and or any other relevant field.
- Minimum of 5 years management experience in a corporate or an INGO sector, including experience in operational support for high-risk program.
- Sound knowledge of administrative and procurement & logistics procedures is highly desired.
- Proven supervisory ability and/or technical skills combined with leadership.
- Strong interpersonal skills and ability to establish and maintain effective working relationships with colleagues and partners in a diversified multi-cultural and multi-ethnic working environment.
- Skills in managing, organizing, planning and implementing assigned tasks under pressure of frequent and tight schedules.
- Strong ability to apply good judgment and decision-making skills in demanding and complex working environments.
- Demonstrated analytical and problem-solving skills in handling management and coordination issues at country program level.
- Effective verbal and written communication, organizational, prioritization and Microsoft Office applications.
- Excellent oral and written English skills required.
- Ability to work effectively with an ethnically diverse team and partners in a sensitive environment.

**Success Factors**

MEC operates in a high-risk context as the strategy itself tends to serve the hardest to reach children and targets support to conflict-affected areas. So, the successful Operations Manager will be good at problem solving and have the ability to work out methods to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance. He/she will maintain strong cooperative relationships with partners, other departments and interact effectively with international and national personnel both in a managerial as well as training capacity, while demonstrating the ability to multi-task, meet deadlines and process information in support of changing program activities. He/she will be able to work closely with a diverse team of individuals in a highly intense and fluid work and security environment and be willing to travel regularly to MEC partners' deep field offices and project sites. The most successful MEC team members have a strong commitment to cross-team collaboration, partnership engagement, adaptability, and accountability, thrive in evolving and changing environments and make effective conversation and communication a priority in all situations.

**Ongoing Learning**

- In support of our belief that learning organizations are more effective, efficient and relevant to the children we serve, we empower all team members to dedicate to reflection and learning activities that further their personal and/or professional growth and development

**General:**

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children

- Commitment to and understanding of Save the Children’s aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies such as HR policies and code of conduct, including the Child Safeguarding Policy.

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**All staff has an obligation and a responsibility to:**

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

**All managers have the above responsibilities as well as ensuring**

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

**For External Candidates:**

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=2200057E&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**For Internal Candidates:**

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=2200057E&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**Closing Date : 28 July 2022 (Thursday)**

User Guide for Applicants at SCI:

[https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo\\_applicants\\_user\\_guide.pdf](https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

**Remark:** For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.