



## Plan International Liberia Job Announcement (3 Positions)

**Staff-306-05-2018- Operations Officer**

**The vacancy is opened to Internal and External candidates.**

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

**We are currently seeking to recruit for Plan International Liberia program:-**

**Title:** Operations Officer  
**Location:** Monrovia, Bomi and Lofa  
**Status:** National Post (Fixed Term)  
**Department:** Admin  
**Reports to:** Program Unit Manager and Admin Manager at CO

### **Summary of the position:**

Reporting to the Program Unit Manager (PUM) at the PU and the admin Manager at the CO, the Operations Officer (OP) provides the required administrative support to the Program Unit's team members/CO enabling them to trigger positive changes in the lives of the marginalized girls, children and communities, while ensuring that Plan International Liberia's administrative policies are understood, applied and adhered to by the team members. Through working in tandem with the PU's leadership team, the OP retains final accountability for timely and quality delivery of the requested services/goods contributing to the recognition of Plan International Liberia as a fair, accountable and transparent organization.

## **Roles and Responsibilities:**

### **Supervision of PU/PA drivers & Maintenance of Assets**

- Supervise drivers operating at the PU by assigning them to missions by way of issuance of order of mission/SAP Travel Authorization
- Put in place mechanisms that make it possible for fuel used by generator to be tracked properly and the PU/PA generator room to be kept in constant cleanness state including maintenance
- Prepare a monthly statement of the fuel consumption for generators for replenishment of same
- Organize repair, maintenance and servicing of all assets to ensure they are in good working conditions

### **Procurement of Goods and Services**

- Support the process of purchase and supply of goods and materials for the implementation of program activities at PU/PA level as per the Operational Manual (OM) value for money and quality is obtained at all times.
- Prepare and process requisitions, RFQs, are created and entered into SAP in line with the OM and in coordination with the CO L & P Admin department.
- Process payment ensuring all supporting documents (PR, Quotations, Purchase Orders, contracts, delivery notes, goods receipt notes, bids analysis signed by the Procurement Committee based on the defined threshold etc) are attached and all payment requests kept on track and filed.
- Communicate challenges on the transactions to the PUM in copy of Administrative Manager for management decision.
- Post/enter invoices and goods receipts into SAP for processing
- Assist in the preparation and processing of bidding documents for public tender offers to ensure a fair and transparent process for securing the services of consultants and contractors.
- Conduct an assessment and provide all registered and existing vendors at the County, and District levels using the vendor registration form and submit to PUM/Admin Manager to CO to conduct ATS of same before any form engagement by Plan.

### **Receive delivery of goods and certify their conformity to ordered items**

- Receive delivery of goods by ensuring their conformity to the specifications borne by contracts and Purchases Orders. Certify such conformities by signing the Good Delivery Note with the following message "I hereby certify delivery conform to Order"
- For most specialized good and in case of need, get support of an internal or external specialist to avoid receiving delivery of goods that are not conform to the ones ordered by Plan. .

### **Leadership role in the PU**

- Ensure quality implementation of Plan's relevant policies (e.g procurement, fixed assets, security) within the PU.
- Team up with the PU leadership team in developing the annual plan for the PU.
- Lead the capacity building plans for the local partners on Plan's operational policies in collaboration with the admin team at the CO.
- Participate in the induction plan for the newly hired staff ensuring their adequate understanding of and commitment to Plan's policies and in particular security, HR and procurement ones.

### **Quality Program design**

- Oversee the implementation of the operations transactions within the PU ensuring their alignment with the approved policies.
- Collaborate with the PU leadership and the relevant CO-staff ensuring that the PU's staff are kept updated and informed on the operational changes within Plan.
- Team up with the program team within the PU in developing the procurement plans for newly initiated projects ensuring that the required services are delivered to the team on time and with the maximum level of quality.

### **Networking and Advocacy**

- Provide logistical support to Plan-led forums and influencing initiatives set up in the annual plans.
- Participate in proposing and developing strategies in collaboration with PU leadership to support Plan Liberia become one of the highly performing girls focused organizations in the country.

### **Budget management and asset management**

- Lead the development of the Admin- budget within the PU and ensuring their adherence to the requirements of the SAP.
- Work together with the program team within the PU in developing the budget for potential grants ensuring that operational aspect of Plan Liberia cost recovery policy is committed to and included.
- Report regularly to the Program Units Manager on the actual admin expenditure against the planned and with the appropriate justification for the variance if and when required.
- Ensure that Plan's assets are well managed by the PU team members and in tandem with the approved policies.
- Report to the PUM on the implementation of the global assurance's admin recommendations ensuring that the necessary strategies are in place to mitigate the identified risks.

### **People management**

- Contribute to the development of the PU's drivers by setting individual objectives and providing feedback of performance versus objectives to maximize levels of individual performance.
- Provide guidance and support to subordinates ensuring that the drivers are equipped with the necessary resources, tools,

### **Others:**

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

## **Minimum Qualifications, Skills and Experience**

### **Knowledge**

- A degree in Social Sciences, Development Studies or related discipline
- A relevant post graduate qualification is desirable.
- Understanding of operations management and procurement systems.
- Knowledge of operational planning processes budget management.

### **Skills**

- Proven skills in the project management.
- Reports writing skills.
- Good communication, presentation and problem solving skills.
- Good level of English language.

### **Behaviours**

- Willingness to learn and work under stress.
- Striving for high performance across the team and for Plan business
- Positive attitudes, self- assertiveness and capacity to inspire others.
- Decision making skills.
- Influence and communication and able to communicate concerns to managers and teams

## Behaviours (Plan International's values in practice)

### *We are open and accountable*

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

### *We strive for lasting impact*

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### *We work well together*

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### *We are inclusive and empowering*

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

## Applications:

**Last date for submission of Application (CV and cover letter) is: 10<sup>th</sup> June, 2018 by 4:30 pm**

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to [liberia.recruitment@plan-international.org](mailto:liberia.recruitment@plan-international.org) on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR- Operations Officer***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**