

**Innovations for Poverty Action Liberia** is seeking to hire highly motivated, qualified, and experienced **Operations Coordinator** to join our team. The Operations Coordinator plays a critical role in supporting the office operations, procurement, and human resource functions. They will work closely with country office management, finance, and operations teams in Monrovia. The specific responsibilities of the position are as follows:

#### **Office administration**

- Support the management team with logistics of internal office meetings and project trainings
- Schedule and organize activities such as travel, bookings and payments for hotels, airport pick up, conferences, and department activities for members of the office and international visitors.
- Ensure timely processing and renewal of visas and permits for all incoming staff and visitors
- Purchase, receive, and store office supplies, ensuring that supplies are always available
- Code and file materials in electronic and hard-copy forms according to the established procedures
- Update and ensure the accuracy of the organization's inventory, procurement, and enumerator databases
- Coordinate the maintenance of office equipment
- Prepare and send outgoing mail and courier parcels
- Ensure that all statutory and registration requirements for the office are completed fully and in a timely manner, with the support of the Country Director and Senior Finance Officer
- Directly oversee the Operations Assistant, ensuring that their time is spent efficiently and effectively in the execution of their role and responsibilities

#### **Procurement**

- Lead the operations team in procurement workflows, acting as the Procurement Administrator and ensuring full compliance with IPA's Global Procurement Manual
- Manage vendor and service relationships, including formalizing relationships, negotiating prices, and regularly reviewing the pre-qualified vendor list
- Review documents to ensure completeness, accuracy, and need before requests for purchases are processed
- Obtain appropriate sign off from CFO (Chief Financial Officer) for any variations from standard IPA Policy

#### **Human Resources**

- Ensure that all hiring guidelines are followed and local staff are issued accurate contracts
- Assist local and international staff to obtain any necessary immigration, employment, or other statutory permits or other forms of documentation
- Effectively manage HR records for all staff
- Assist in the development of human resource materials and procedures, including contracts for field staff

- Assist country office management with the development of an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance
- Coordinate employee orientation
- Support employee safety, welfare, wellness, and health reporting

### **Required Qualifications and Experience:**

- Bachelor's degree in business administration, public administration, or related fields.
- At least two years of management experience overseeing operations, procurement, and human resources in Liberia.
- Excellent understanding of statutory immigration and labor processes in Liberia (e.g. visas, resident permits, work permits, quarterly reporting, etc).
- Advanced understanding foundational office computer skills (Microsoft Office Suite, Google Drive Suite, business email conventions, etc)
- Excellent professional communication and writing skills in English.
- Basic understanding of the "Decent Work Act".
- Flexible and self-motivated team player who is able to manage multiple tasks efficiently and complete tasks on tight deadlines

### **About IPA**

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

### **IPA's Commitment to Diversity, Equity, & Inclusion (DEI)**

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](https://poverty-action.org/about/dei) to learn more about IPA's commitment to diversity, equity, and inclusion (poverty-action.org/about/dei).

### **How to Apply**

**Women are strongly encouraged to apply.**

**If you are interested and qualify with the stated requirements then please send the following:**

- Up-to-date CV
- Cover letter indicating your interest in this position and highlighting relevant work experience
- Contact information (email and telephone) of 2 references.

Please use [this Google Form](https://forms.gle/S3LdqGs759zjiczv6) to submit your application: <https://forms.gle/S3LdqGs759zjiczv6>

Deadlines for submission: **September 30, 2024**. Applications will be reviewed on a rolling basis, so early submission is encouraged.

IPA Liberia **WILL NOT** accept hardcopies, and these applications **WILL NOT** be considered for the position.