

Appointment of Operations Manager

Position Description

The **Operations Manager** will ensure the development and maintenance of an innovative, transparent and cost-effective programme support system that meets contemporary administrative requirements of a multi-cultural multidisciplinary organization. S/he will review, upgrade, strengthen and implement changes for efficient day-to-day administrative activities at the and will participate in approved and appropriate training activities to upgrade his/her skills to improve job performance. Specific responsibilities include:

- 1) In collaboration with staff from the River Lodge, supervise the preparation of annual and detailed quarterly work plans and reports for the River Lodge.
- 2) Manage the River Lodge, including the staff, vehicles, boats and other facilities; provision of field services to Iwokrama Field activities; management of all inventories assigned to the field station; management of shop; and assistance in streamlining the operations of the River Lodge to continually reduce costs for the delivery of services. In addition, specific responsibilities include but are not limited to:
 - a. Supervise the development and implementation of an equipment preventative maintenance schedule and report on a quarterly basis.
 - b. Oversee and ensure that vehicles are being kept in a safe, clean and fully operational condition at the field station; that routine preventative maintenance is carried out; that they are used only for approved business purposes; and that emergency tools and first aid supplies are carried at all times; that monthly examinations of the logbooks of all vehicles are done and accident reports are written up.
 - c. Oversee and ensure that there is a program of regular inspection of all building facilities to ensure that, light fixtures and plumbing are operational, cabins and bedding are clean ; garbage is recycled into components (paper, plastic, glass) for appropriate ecological disposal.
 - d. Oversee and ensure that the policies and procedures relating to operation of the Medical Station and the disposition, purchase and disposal of overage drugs are adhered to.
 - e. Oversee the improvement of various tourism and hospitality products offered at the Iwokrama Forest.
 - f. Ensure that resources are provided to the various work programmes such as timber, tourism, training and other conservation activities.
- 3) Oversee the implementation, and monitor the effectiveness of management plans prepared for various sites in the Iwokrama Forest as they are developed, except for the for the timber operations.
- 4) Oversee and ensure that the River Lodge building; grounds, storerooms and satellite camps are maintained in a clean, tidy, and safe condition. If repairs or re-organization are required, the Operations Coordinator will, as much as possible, use existing personnel to do so.

- 5) Supervise the coordination of all infrastructure development activities at the Field Station.
- 6) Oversee and ensure the provision of the highest possible standards of hospitality to visitors to the Iwokrama Forest, through effective and efficient oversight of hospitality services at the River Lodge.
- 7) Supervise the provision of all support and assistance to communities as required by Iwokrama.
- 8) Manage the Budgetary Allocations for the Iwokrama River Lodge and report monthly on same.
- 9) Procure all materials, food and stationery etc., requested for the River Lodge and to ensure that all purchases are transported on a timely basis and accounted for.

Work Relations

A key role for the Operations Manager is to improve the standards and efficiency of administrative logistical support and client service for the Centre field based operations and to encourage the development of a collaborative and interdisciplinary culture between Iwokrama and its outside partners and stakeholders. S/he will be required to work on an average schedule of 22 days in and 9 days out, the basis of which is to provide compensation for weekends and holidays spent in the field.

Selection Criteria

The work requires tertiary educational qualifications in commerce, business management, public administration, accountancy or a related administrative discipline. Computer literacy is essential, along with excellent oral and written communication skills. Work experience in a cross-disciplinary, multi-disciplinary environment of an international research and development centre is also beneficial