

VACANCY - Job Description

NOHA Operations Manager

The Network on Humanitarian Action (NOHA) is recruiting an Operations Manager. The successful candidate will provide support to the General Secretariat in the planning, implementation and evaluation of NOHA programmes and projects in accordance with approved policies and guidelines.

Reports to: NOHA General Manager

Coordinates with: NOHA links in member universities and NOHA partners.

Location: NOHA General Secretariat (Brussels, Belgium)

Starting date: 15th September 2014

One year contract, renewable (full-time)

Background

NOHA is an international association of Universities aiming to enhance professionalism in the Humanitarian sector, by promoting Humanitarian values and providing certificated high-level courses (Erasmus Mundus Master in International Humanitarian Action), as well as short-term courses and promoting research and policy papers on key humanitarian issues.

NOHA's mission is to increase the effectiveness and quality of humanitarian action through the provision of excellence and internationally recognised education, research and training. NOHA promotes intellectual debate and thinking on humanitarianism with a solid base on humanitarian, professional and human values.

The NOHA General Secretariat is the administrative office of the Association. It is mandated by the Board of Directors and assumes the daily management of the Association. It is responsible for ensuring implementation of the operational and strategic plans, supporting Board of Directors in their deliberations, meetings and implementation of decision making, preparing the annual accounts and the budget, facilitating communication across the Association, providing information to third parties, keeping files and documentation and assuming external representation as required.

Duties and Responsibilities

Overall job content: The Operations Manager provides support to the General Secretariat in the planning, implementation and evaluation of NOHA programmes and projects in accordance with approved policies and guidelines ensuring high quality and accuracy of work. He/she is in charge of developing existing projects and relations with partners and enlarge NOHA stakeholders' network and activities'.

Specific Tasks

General

- Support the NOHA General Manager in the monitoring and implementation of the NOHA strategic plan and operational plan.
- Support the NOHA General Manager in the preparation and implementation of project and funding proposals (development of technical projects and reporting).
- Support the NOHA General Manager in broadening NOHA relations with relevant stakeholders and potential donors and maintain close and effective communications with them.
- Manage the implementation of the NOHA Enlargement Strategy and coordinate its implementation according to the approved plans.
- Provide regular updates and recommendations on humanitarian education and professionalization (including developments with regards to the European Qualifications Framework humanitarian, CBHA and similar initiatives both in Europe and Worldwide).
- Develop and regularly update the internal NOHA manual (inventory and NOHA activities and products across member universities).
- Perform research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Participate in Board meetings and provide recommendations on projects and policies as required.

Project management

- Ensure overall management of selected projects.
- Coordinate and communicate with all project partners, ensuring representation of NOHA.
- Establish and maintain relations with relevant stakeholders.
- Liaise with NOHA member universities as required and provide regular updates on project.
- Prepare quarterly and annual accounts for specific projects.
- Prepare quarterly and annual technical reports for specific projects.
- Perform any other tasks as required.

Required Skills and Experience**Education:**

- Tertiary education level / Professional degree.

Experience:

- At least 2 years of relevant experience in project management.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Previous experience in reporting and project management, ideally in an NGO/EU setting and/or in a academic network.

Language Requirements:

- Fluency English (oral and written, with good drafting skills); working knowledge of French
- Spanish or any other European language is an asset.

Other:

- Demonstrating/safeguarding ethics and integrity
- Ability to work in a multi-cultural setting
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others.

Advantages:

- Previous work experience in an NGO environment and/or in an academic network.
- Familiarity with EU procedures and drafting and submission of EU projects.
- Familiarity of fundraising processes and procedures.
- Knowledge and experience in the humanitarian sector.

Position requires legal residence and right-to-work in Belgium.

Please send your application letter and full CV by email to the following address: s.borel@nohanet.org, to the attention of Ms. Sophie Borel, quoting the following reference: "NOHA Operations Manager 2014" in the subject.

All applications should be sent before the 31 July 2014. Only shortlisted candidates will be contacted.