



## OPERATIONS MANAGER JOB DESCRIPTION

### Job Purpose

Maintains and enhances the management of the assets of Emmanuel Christian College (ECC), and the purchases, by properly planning, implementing, and maintaining the thereby managing the logistics at ECC.

### Primary Duties and Responsibilities

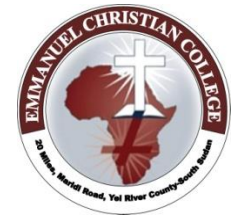
1. Manage the logistics at ECC, including the vehicles, buildings, and various equipment.
2. Develop asset management plan.
3. Develop maintenance schedule.
4. Develop procedures and formats to ensure the proper management of assets and supplies.
5. Monitor the stocks of items that are regularly needed to be purchased.
6. Conduct internal checks to ensure that stocks and assets are complete and managed in line with the agreed upon procedures and systems.
7. Liaise and negotiate with suppliers, manufacturers, retailers and end-users.
8. Keep track of quality, quantity, stock levels, delivery times, transportation etc.
9. Develop purchase orders and requests for quotations and ensure a fair bidding process at all times, in line with procedures and in line with international principles for fair business and with the legal requirements of South Sudan.
10. Resolve any arising problems or complaints.
11. Manage the office spaces so that all staff can work effectively.
12. Manage all national flights.
13. Manage bookings for incoming staff and short-term experts.
14. Coordinate the driver and guard's duty schedules.
15. Keep all office supplies well stocked.
16. Maintain an up-to-date asset list.
17. Maintain a safe and clean work environment.
18. Share the vision of ECC, understand and follow ECC rules and regulations.
19. Perform all duties as assigned and required.

### Line of authority

The operations manager reports to the Principal of ECC.

### Education And Experience Requirements

- Proven working experience as an operations manager
- Hands-on, getting the job done-mentality
- Demonstrable ability to lead and manage staff
- Minimum of five years of working experience in this field
- Proficient in standard logistics software
- Excellent analytical, problem solving and organizational skills
- Ability to work independently and handle multiple tasks
- BS in Business Administration or Logistics
- Excellent oral and written communication skills
- Demonstrated independent work initiative, sound judgment, diplomacy, analytical ability and professional demeanor
- Able to perform financial calculations and create and manage budgets
- Proficiency in the use of computers for: Word processing, Excel, PowerPoint, Databases, E-mail and Internet.
- Having a valid driving license.



The nature of the assignment requires a flexible personality, team player, excellent communicator, good verbal and written command of the English language, highly computer literate and a sense of humor. The person needs to be a Christian.

Duty station is Goli, about 1 hour drive from Yei. The selected candidate is expected to live there.

### **Recruitment process**

The vacancy will be announced through different means in March 2016. Interested candidates are requested to send a motivation letter together with their CV and proofs of e.g. education followed by e-mail to:

[principal@eccollegess.org](mailto:principal@eccollegess.org) with a copy to:

[gjprinsecc@gmail.com](mailto:gjprinsecc@gmail.com)

[arkanjelo61@gmail.com](mailto:arkanjelo61@gmail.com)

Hardcopies may also be presented to:

- The Principal in Goli, Caesar Drasi, in Goli; or
- Bishop Arkanjelo, African Inland Church, Juba

Selected candidates will be interviewed a.s.a.p. and the ambition is to have the selected candidate at work in April – May 2016.

For more information on ECC, please visit: <http://www.eccollegess.org/>

For more information/ questions, please contact:

Caesar Drasi, Principal of ECC

Telephone: +211 921380203

Email: [principal@eccollegess.org](mailto:principal@eccollegess.org)