

VACANCY RE ANNOUNCEMENT

Job Title	Head of Operations
Department	Operations
Employment status	Full time
Job Level	HQ-Senior Management
Location	Asia Headquarter*
Travel	Regular travel to CPI offices
Reports to	Executive Director
Reporting to this position	Finance Director, HR & Admin Director

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI’s Asia headquarters are located in Bangkok, Thailand and Yangon, Myanmar and the organization maintains field offices in various locations across Myanmar, Thailand and Bangladesh, depending on the operations needs in respective countries.

The Head of Operations (HOO) will be responsible to provide senior level leadership and management across the Operations Team consisting of Administration, Finance & Grants, Human Resources, Information Technology, and Safety & Security. This position involves the application of a complex area of functional expertise and provides line management to several other professionals. The Head of Operations (HOO) will also act as a recognized expert on “International best practice” and manage key relationships with internal/external stakeholders at the senior management level. The HOO position is categorized as the Headquarter – Senior Management level, and is responsible to provide strategic level guidance and management to Operations Team across different countries where CPI is operating.

Key Responsibilities

Collective Leadership

- Serve as a key advisor and counsel to the Executive Director on operational and administrative matters, especially related to the Finance & Grants, Human Resources, Administrative services management, IT, Procurement & Logistics, and Safety & Security.
- Advise overall strategic directions of CPI, with special emphasis on operations and administration. Develop, articulate, and implement a strategy for critical infrastructure functions— Finance & Grants, Human Resources, Administrative, IT, Procurement & Logistics, and Safety & Security. And, lead a specific imperative by overseeing the work of the Operations Team.

- Collaborate with the Executive Director in setting and driving organizational vision, operational strategies, and hiring needs.
- Take a lead role in building a strong operations team, spend time coaching operations staff, identifying skills and opportunities for development; provides advice and guidance on operation team members as needed.

Management

- Establish, evaluate, and/or enhance the administrative and operational goals, strategies, and structures to support the work of CPI.
- Manage, supervise, evaluate, and develop the operational and administrative staff leadership capacity for the short- and long-term.
- Develop strategic action plans for finance and HR in alignment with programs, business recommendations, efficient procedures, and sound policies that realistically support the organization.
- Provide financial oversight for operations and administration to ensure goals and objectives are accomplished.
- After evaluating current functions and developing and implementing a transition plan, the HOO is accountable for the following functions:
 - **Finance & Grants:** Take a leading role in establishing a strong and well-maintained financial management and control systems in accounting, budgeting, financial systems & reporting, tax preparation & reporting, audit, and financial grants management. In collaboration & coordination with the Finance Director, provide strategic guidance and recommendations to the Executive Director about financial planning, spending, considering the programmatic needs, compliance to internal control policies and the donors' rules & regulations. In close collaboration with the grant unit, ensure a robust grant management system is in place.
 - **Supply Chain System:** Responsible for overseeing and managing organization's overall supply chain and logistics strategy and operations in order to maximize the process efficiency and productivity.
 - **Human Resources Management:** Work with the HR & Admin Director to ensure that the human resource functions such as i) Recruitment & Onboarding, ii) Learning & Development Guidelines, iii) Retention Strategy, iv) Regulatory oversight & Legal Compliance, v) People Management Strategies are properly resourced, structured, and well implemented.
 - **Administrative, IT and Safety & Security:** Work with the HR & Admin Director to properly establish proper administrative procedures and guidelines for the organization in terms of administrative management & information technology. And, guide to develop, prepare, and implement safety and security policies and procedures to establish a safe working environment.
 - **Team Management:** Proactively manage and review the performance and progress of Operations Staff, sets objectives and targets; works with the HR

Department to develop individual training plans for the team. Take a lead role in building a strong operations team, spend time coaching operations staff, identifying skills and opportunities for development; provides advice and guidance on operation team members as needed
Translates the strategic goals into operational plans to achieve the required targeted growth and achievements

ESSENTIAL SKILLS

- Master's degree on the related area, or equivalent proven experience as Head of Operations or Director of Operations preferably at the Head Quarter or Regional level
- 15 years working experience preferably in non-profit organization preferably in US Organization
- In depth knowledge of US Accounting Standards, Rules, Requirements & Guidelines, and California Tax & Labor Law is a must
- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- In depth knowledge of diverse business functions and principles (e.g. Finance, Supply Chain, and Human Resources etc.), and international best practices
- Strong strategic and analytical skills
- Demonstrated result building and sustaining result based management
- Experience with strategy development, operational design/management, and change management
- Ability to build consensus and relationships among executives, partners, and the workforce
- Experience in thinking creatively and prototyping new ideas
- Ability to inspire confidence and create trust

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: apply@cpintl.org

- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.
- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.

**This position will be based either in Bangkok, Thailand or Yangon, Myanmar depending on the political situation. This can further be discussed in the selection process.*