

Position Description

Position Title: Operations and Procurement Manager

Program: Strongim Bisnis

Location: Honiara, Solomon Islands with possible provincial travel

Duration: Full time, fixed term position

Line Manager: Chief Executive Office

Direct Reports: Office Assistant

Background

Strongim Bisnis is an AUD32 million, six-year innovative, pro-business program funded by the Australian Government.

Strongim Bisnis supports Solomon Islands' businesses to increase their productivity, access more income earning opportunities and higher value markets and to become more resilient. Strongim Bisnis supports the private sector and the Solomon Islands Government to work together effectively to increase opportunities for trade and investment and accelerate business growth. A key focus of the program is to ensure Solomon Islands' women, people with disabilities and youth have increased economic opportunities through participation in activities designed to improve their economic empowerment and inclusion.

The program takes a market systems approach to unlock opportunities for growth in selected sectors (cocoa, coconut, financial services, horticulture, timber, tourism and waste management). Strongim Bisnis activities include: developing and testing new business models, reducing the risk to new investors through risk sharing or information sharing arrangements, strengthening the capacity of the private sector to advocate for reform, and support for marketing and investment promotion.

Position Summary and Justification for the Role:

The Operations and Procurement Manager, supported by the Office Assistant, is responsible for ensuring the administrative and logistical operations of the program are run in accordance with operational guidelines and standards including services, materials and equipment are procured in a timely and transparent manner, and program staff have the necessary resources to deliver program interventions.

Duties and Responsibilities:

- Support the Chief Executive Officer and ASI Program Manager to implement, and review as necessary, the policies and procedures in the Strongim Bisnis Operations Manual for efficient operations and procurement and ensure staff are trained and competent in the use of these.
- Lead the establishment of, and oversee, smooth daily logistical and operational support of the program office, ensure office systems and processes are established and maintained including: networks/IT; information management, data back-ups, phones are attended, office equipment is maintained and adequate supplies are available.
- Manage the procurement function of Strongim Bisnis including logging and tracking the purchase/engagement and partnership agreements process prior to engagement/purchase and after the contract/partnership is completed – to ensure contractual compliance, files are maintained and invoices properly rendered and paid.
- Manage tenders and engagement of short-term consultants and request issuance of contract from ASI Program Manager.
- Support the approval process for partnership and cooperation agreements by entering all information in the agreement template and sending it to the ASI Program Manager for issuance.
- Assist the program team to complete the correct forms and undertake the steps necessary to request purchases, travel or the engagement of a consultant.

- › Identify and maintain a list of suppliers of office products and program materials and under procurement as necessary ensuring all fiduciary safeguards are adhered to.
- › Support the Office Assistant to manage the program asset register (including acquisition and disposal).
- › Support the Office Assistant in ensuring the vehicles are maintained to operational and safety standards at all times.
- › Support ASI Program Manager with travel arrangements and mobilisation for new international team members (long and short-term personnel), including but not limited to assisting with temporary and permanent housing.
- › Working with other members of the Operations Team, assist the program team with logistical arrangements for meetings and events including procurement of resources, domestic travel and accommodation bookings, venue and car rental hire.
- › With the CEO and ASI Program Manager, ensure the safety and security of the program team and advisers by operationalising, enforcing and updating the Security Plans.
- › Organise the logistics for meetings and other functions and take minutes, as required.
- › Coordinate the preparation and distribution of manuals, reports and other documentation.
- › Contribute to preparation of reports as required.
- › Primary checking for all payments raised by the Senior Finance Manager and ensuring relevant paperwork is attached by passing on for secondary approval and payment.
- › Ensure insurance policies and long-term advisers' rental agreements are current.
- › Manage all other operational support necessary for program delivery.
- › Manage the Office Assistant by tasking them, overseeing their work, providing support, and managing performance.
- › Cover for Operations Team members when they are on leave.
- › Act as a trusted representative of Strongim Bisnis, displaying professionalism and discretion in all interactions with the Strongim Bisnis team, partners and the wider public.
- › Any other reasonable operational and procurement duties as identified and requested by the CEO and ASI Program Manager.

Required Qualifications and Experience:

- › At least five years of experience in a similar role. A relevant university degree or diploma is preferred.
- › Extensive experience in managing operational or procurement systems for businesses and/or donor-funded programs. Experience with DFAT policies and procedures is desirable.
- › Excellent organisational skills and integrity in maintaining records.
- › Experience in capacity building, including training and on the job mentoring of staff, leadership and management skills; and excellent communication skills.
- › Demonstrated capacity to work collegially with partner organisations and international staff.
- › Strong working knowledge of MS Office programs.
- › A driving licence and clean driving record is desirable.
- › Demonstrated commitment to gender equality, youth empowerment, disability inclusion, human rights and the principles of Do No Harm.