



Operations Manager, ITDP Africa

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP's programs focus on bus rapid transit, non-motorized travel, travel demand management, parking, transport policy and urban development. More information about ITDP can be found at www.itdp.org.

ITDP's Africa team is working to implement high quality BRT systems in the cities of Dar es Salaam, Nairobi, Kampala and elsewhere. ITDP also is helping these cities improve the street environment to facilitate walking and cycling—key modes of access to public transport. From late 2015, ITDP Africa will operate from a regional headquarters in Nairobi, Kenya.

About the Position

The Operations Manager will play a key role in establishing protocols and securing vendors and facilities for the newly formed regional office in Nairobi. The Operations Manager will be responsible for financial management including generating financial reports and managing the budget, human resources and office management. S/he will maintain financial protocols for the office and will work closely with administrative staff based in ITDP's headquarters in New York. S/he will supervise the Administrative Assistant.

The Operations Manager will be based in Nairobi and will report to the Africa Program Director. S/he will be expected to work creatively and communicate effectively with the Africa Program Director, other staff, NGO partners, consultants and donors.

Responsibilities

Financial

- Develop annual budgets and operational plans in conjunction with the Director.
- Participate in the review of the budget proposals for projects and manage the financial aspects of projects, in coordination with the Finance and Administrative Director in the New York office.
- Ensure all requirements specified by donors are met, including management of the activities of financial information.
- Ensure internal controls and the integrity of financial information.

- Monitor the cash flow needs of the organization, alert the Director of problems or opportunities that may arise, and advise as to the appropriate actions that should be considered in relation to the irregularities of cash flow.
- Review monthly all transactions in QuickBooks.
- Serve as the point of contact for existing and potential donors with regard to the budgets of grants, payment plans and financial reports.
- Review and approve monthly timesheets and expenses in coordination with the Director. Process payroll. Authorize and supervise the payments of suppliers, consultants, partners, etc.
- Generate and review financial reports: balance sheets, income and expenditure statements, reports of losses and gains, income statements and bank reconciliations.
- Supervise the preparation and submission of required tax returns.
- Direct the annual audit and manage relationships with auditors.

Administration

- Negotiate, establish and manage relationships with external providers such as banks, payroll, accounting, benefits, consultants, insurance and facilities for the newly formed office.
- Ensure that the office continues to operate in accordance with local laws and best practices in non-profit governance.
- Provide support to the Director for recruitment and staff development.
- Administer human resource policies, including maintaining personnel files and onboarding new staff. Brief new staff on organizational personnel policies.
- Oversee the administration of compensation and benefits.
- Lead the Africa office's administrative team and supervise the Administrative Assistant and other staff.
- Assist the Director in organizing periodic staff meetings.
- Other duties as assigned.

Key Qualifications

- At least 7 years of experience in financial and operations management.
- Bachelor's degree in accounting, finance or related field. Advanced degree preferred.
- Familiarity with principles of accounting, profit and cash management, and procurement procedures.
- Proficiency with QuickBooks.
- Ability to work effectively in an atmosphere of multiple projects and shifting priorities.
- Proficiency with Microsoft Office software, including Excel.
- Strong written, oral and interpersonal communication skills. Fluency in English.
- Strong problem solving skills.
- Familiarity with accounting protocols, HR laws and other legal provisions in Kenya.
- Previous experience in a non-profit organization.

To Apply

Submit a resume and cover letter to africa-jobs@itdp.org.