POSITION AVAILABLE

Operations Center Manager in Wau, South Sudan

Purpose: Responsible for managing the Operations Center in Wau, supporting field operations and working with finance and office administrator.

Hours: This is a full-time job (40 hours per week) which will require additional hours and working on weekends.

Accountability: Operations Center Manager is accountable to the Executive Director for African Operations, Chief Operating Officer, and the Board of Directors in Rochester, NY. Operations Center Manager also works very closely with Director of Field Operations and Assistant Field Operations Supervisor.

Job Qualifications: Associates Degree or equivalent. Supervisory or management experience. Excellent computer skills. Proficient in Microsoft Office programs (Word, Excel, PowerPoint). Some mechanical and/or technical experience. Excellent organizational skills and significant attention to detail required. Fluent in English and local languages. Team player, able to work with staff to solve problems.

Evaluation: An annual performance evaluation is prepared by the Executive Director for African Operations with input from Director of Field Operations, Assistant Field Operations Supervisor, and Chief Operating Officer.
Responsibilities of the Operations Center Manager:

1. Maintain Operations Center to fully support field operations.
2. Supervise Operations Center support staff.
3. Maintain Operations Center buildings, property, and equipment in good working order.
4. Communicate regularly with drilling crew, and COO, using email, phone & Skype.
5. Works with other senior staff in making decisions regarding compound needs.
6. Implement and manage storage of food, equipment, parts, and materials with a computer-based inventory control system.
7. Order all local (Uganda & South Sudan) parts and materials needed for the Operations Center and those identified by field operations.
8. Responsible for maintenance of the cars and trucks when they are not in the field. Oversee the use of the Operations Center water well by local residents.
9. Give work directions to the Assistant Field Operations Supervisor between drilling seasons.
10. Oversee activities for visitors to the Operations Center.
11. Renew all legal and regulatory documents. This includes the certificate with the Ministry of Legal Affairs, the certificate with the Ministry of Human Interior, the certificate with the Ministry of Rural Water, the Log Books (registration) for all the vehicles, and the insurance for all the vehicles.
12. Manage requests for well repairs and parts that come to the Operations Center.
13. Work with the Director of Field Operations to process requests from villages and government agencies to drill wells on a contract basis.
14. Work with the Executive Director for African Operations, the Director of Field Operations to and Finance and Office Administrator to create contact list and keep it up-to-date.
15. Submit yearly, with help from senior staff, a proposed operations budget and capital budget to the Chief Operating Officer.

APPLICATIONS:

Send resumes, letter of application and work references to:
Lynn Malooly, Chief Administrative Officer- lynn.malooly@waterforsouthsudan.org
Skype: lynn.malooly1
Deadline: May 31, 2015

Water for South Sudan, Inc.
US Office: P.O. Box 25551, Rochester, New York, 14625, USA. 585-383-0410
South Sudan Operations Center: Eastern Bank, Wau, Western Bahr El Ghazal
www.waterforsouthsudan.org