

Centre for Communication Impact (CCI)

CCI: Chief Operations Officer (COO)

Opportunity closing date:

Friday, 27 December 2019 (5PM)

Opportunity type:

Employment

About Centre for Communication Impact

Centre for Communication Impact (CCI) is a non-profit South African organisation based in Pretoria. We aim to be a centre of excellence in Strategic health and development Communication programmes that are centred around meaningful Community Engagement. CCI seeks to employ a Chief Operations Officer who will be based in Pretoria.

Purpose of the role

The purpose of the Chief Operations Officer is to oversee, direct, and organize the work of all internal organizational operations, ensuring operational cohesion and a high standard of functioning within Finance, Supply Chain, Human Resources, Technology, and CCI operations. The COO will support the achievement of CCI's growth targets, as well as the promotion and fulfilment of CCI's mission and vision. The COO will contribute significantly to the organizational design and sustainability efforts, people, and processes as the organization seeks to achieve its goals and objectives of the 2019 – 2023 strategic plan.

The Chief Operations Officer reports to the Chief Executive Officer. The position interacts on a daily basis with other members of CCI's Executive Management Team (EMT) and may be required to make representations at the CCI Board as necessary.

Responsibilities

Supply Chain, Contracting and Financial Management

- Supervise the budget development process, ensuring expenditure monitoring and variances to ensure proactive update on income and expense projections;
- Supervise the procurement and supply chain function within CCI;
- Prepare monthly and ad hoc operations reports for the CEO and/or the Board;
- Ensure that the annual audit process is concluded in a timely manner;
- Ensure that tax preparation and filing are completed in a timely manner;
- Oversee the management and coordination of all fiscal reporting activities for CCI.
- Develop and implement systems, policies and procedures to ensure compliance with CCI and/or other funding requirements;
- Support the Budget Managers to negotiate, prepare, and manage sub-contracts and sub-grants;
- Oversee sub-contracting with partners, ensuring that sub-awards and service provider contracts are in place at all times;
- Review all grant budgets, periodic donor reports, grant budget variance or other financial reports for donors;
- Set up, and manage fiscal and payroll systems to ensure timely and accurate use and reporting; and
- Ensure all fiscal policies, procedures and documentation requirements are adequate to protect the organization.

Human Resources Management

- Managing performance of all direct reports to ensure high staff performance and retention;
- Overseeing the implementation of human resource policies, including fair remuneration, evaluations, contracting and training;
- Oversee payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs;
- Responsible for all human resources functions including employment practices, employee review policies, professional development, and other HR activities;
- Assure compliance with applicable HR, employment and personnel laws and regulations;
- Maintain updated personnel and operations policies and procedures and ensure compliance; and
- Oversee the training and orientation of staff on personnel policies and procedures.

Facilities, Technology, Systems and Infrastructure

- Oversee the management and maintenance of all office systems and facilities;
- Develop and oversee document retention policies and manage disposal of records;
- Develop and oversee risk assessment and emergency planning policies and procedures;
- Oversee organizational insurance policies and ensure organization is adequately covered;
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security procedures; and
- Oversee compliance with the government, non-profit, taxation, STATSA registration and reporting obligations.
- Oversee all legal issues related to CCI business.

Asset Management

- Oversee the implementation of the asset management system, and departmental policies and procedure
- Oversee the development and maintenance of systems of internal controls to safeguard financial assets of the organization and oversee awards and programs
- Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations
- Develop asset needs assessment, acquisition management, operational and disposal plans
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased with funds (computers, etc.) assuring all are in accordance with procurement procedures of the CCI.
- Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans
- Oversee and Manage the planning and execution of the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register.

Risk Management

- Ensure compliance with funders rules and regulations
- Oversee the planning, designing and implementation of an overall risk management process for the organisation;
- Ensure risk assessment is implemented, which involves analysing risks as well as identifying, describing and estimating the risks affecting the business;
- Ensure risk evaluation is performed, which involves comparing estimated risks with criteria established by the organisation such as costs, legal requirements and environmental factors, and evaluating the organization's previous handling of risks;
- Ensure risk reporting in an appropriate way for different audiences, corporate governance involving external risk reporting to stakeholders;
- Oversee the development and implementation of risk-assessment models or methodologies.
- Develop contingency plans to deal with organizational emergencies

Professional Qualifications

- Relevant degree in Operations Management/Business Management/Project Management or a related field. Prior consulting experience a plus
- At least 15 years of professional experience with a minimum of 10+ years in a senior operations / leadership position in non-profit organizations aligned to CCI's vision and mission.
- Experience developing policies, procedures and systems for managing donor funds.
- Significant experience in either Finance, Procurement or HR Management is required. Experience in at least two of the three areas will be a plus.
- Ideally previous experience working in an organisation funded by PEPFAR, USAID or another United States Government Agency. Thorough understanding of USAID regulations and compliance requirements including as these apply to sub-grants and contracts will be a plus.
- Strategic and analytical thinker, proactive and performance-orientated.
- Ability to supervise diverse staff in Finance, Procurement and Administration.
- Organized, self-reliant, good problem-solving, results-oriented, multi-tasker with superior management skills and judgment.
- Excellent communications skills, including during tough negotiations and in light of staff adjustment to adhere to new policies and procedures.
- Experience in working with sub-grants, including donor compliance and training of sub-grantees.
- Presentation skills and the ability to effectively interface with all team members and stakeholders
- Computer literacy skills with advanced knowledge of Excel.

- Demonstrated successful development of cohesive teams and growing the professional capacities of team members.
- Must be democratic, responsive, accountable, diplomatic and transparent in all his/ her actions.
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines;
- Personal qualities of integrity, credibility, and dedication to the mission of CCI.
- Ability to thrive as part of a team with diverse experience, expertise and skills;
- English required, and another South African language required.
- Valid drivers licence required.

Applications:

Interested candidates should forward a mandatory one-page motivation letter and an updated CV not longer than 4 pages to Nomi at Nomi@nissisolutions.co.za copying CCI Human Resources at jobs@ccisa.org.za

Note that applications without a motivation letter and/or a CV that is longer than 4 pages will not be reviewed.

The closing date of this advertisement is **(COB – Friday, 27th December 2019, 5pm)**

Location:

Pretoria