



Vacancy no:	EA 001
Position Title:	Finance and Operations Manager
Location:	Nairobi
Countries of coverage:	Eastern Africa
Reporting to:	Director, East Africa
Expected start date:	As soon as possible
Type of contract:	2 years initially, including a probation period of 3 months, with a possibility of extension

1. Background

Wetlands International is global not-for-profit organisation dedicated to the conservation and restoration of wetlands. The vision of Wetlands International is: “a world where wetlands are treasured and nurtured for their beauty, the life they support and the resources they provide”. The organisation has operated as a global network since 1996 and is the leading not-for-profit organisation dedicated to the conservation and restoration of wetlands. With 20 offices around the world, it is a science-based organisation and trusted partner of local communities, governments and the private sector, with expertise in managing water for people and nature.

Wetlands International Africa Regional office is undergoing a restructuring of its management functions. The set-up of Wetlands International in Africa is based on sub-regions, namely: West Africa Coastal (based in Senegal); Sahel (based in Mali); and East Africa (based in Kenya). This can in the future be extended to other parts of the continent and provides a solid framework for structuring coherent programmes in the Africa region.

In the East Africa region, Wetlands International’s currently has operations in Kenya, Ethiopia, Uganda Tanzania and South Sudan. Operations are expanding, and are expected to continue to grow in the coming years. Wetlands International East Africa office has responsibility for: sub-regional partnerships; communications; network development and nurturing; resources development; programme and project development, execution and reporting; human resources management; and country operations.

Wetlands International East Africa is currently undergoing an institutional development process, which provides the opportunity to ensure that the organisation has the necessary systems and resources in place to effectively and efficiently implement achieve its ambitious in the region.

2. Overall purpose of the role

The Finance and Operations Manager will be accountable for the effective management of the human and financial resources as well as systems and processes to support the work of the East Africa office in achieving its goals. The focus is on enhancing the efficiency and effectiveness of the office.

3. Working relations

The position will be based in Nairobi, Kenya.

3.1 Inside Wetlands International

- Part of the Wetlands International East Africa Management Team, together with the Director for East Africa
- Reporting to the Director of Wetlands International in East Africa
- All staff in the East Africa offices
- Director of Operations and Network Development, Head of Resources and other staff at Wetlands International Head Office

3.2 Outside Wetlands International

- Partner organisations
- Service providers
- Accountants
- Donors
- Consultants

4. Main duties

4.1 Organisational

- Member of the Management Team of Wetlands International East Africa.
- Oversee implementation of the Institutional Development Plan for the Wetlands International East Africa office.

4.2 Operations & Administrative Management

- Oversee the establishment and management of effective working offices in the region.
- Establish and implement administration and logistics procedures in line with organisational requirements.
- Establish systems and oversee procurement and logistics activities.

4.3 Finance

- As part of the institutional development process, provide recommendations on how to strengthen Wetlands International East Africa's financial management system and implement them.
- Track the organisation's financial status and performance and identify areas of improvement

- Responsible for the sound management of the organisation's finances and ensuring that financial functions are implemented efficiently and cost-effectively and provide adequate support to the organisation's operations.
- Production of high-quality financial management information to inform organisational management at both the national, regional and global levels and also aid in short term and long term decision making.

4.4 Human Resources

- As part of the institutional development process, provide recommendations on how to improve Wetlands International East Africa's human resource management procedures/systems and implement them.
- Oversee recruitment of Wetlands International financial and administrative staff and consultants.
- Responsible for ensuring that the organisation's human resource policies are compliant with the organizational principles, relevant national laws and good practice and that staff understand their rights and obligations.
- Develop and review procedures and policies relating to staff recruitment, induction, appraisals and management of staff.
- Prepare and approve contracts and job descriptions for staff, consultants and service providers.
- Responsible for the development and implementation of an appropriate organisational staff appraisal system.
- Provide support and advice to employees to ensure effective communication between management and employees.
- Ensure the privacy and security of human resource files.
- Responsible for managing a team of finance and administration staff, including contributing to capacity building of staff.

4.5 Risk management

- Ensure the organization has policies and practices in place across the region that mitigate financial and environmental risks to the organization, including security protocols, insurance policies, and fraud and anti-bribery regulations and ensure that staff are fully aware of them.
- Ensure the organisation's offices are safe and healthy environments conducive to productive work.

5. Qualifications, skills and experience requirements

- University degree in business administration, commerce, finance accounting or other relevant degree courses.
- Full ACCA or CPA qualifications or equivalent.
- Proven manager and team player in an international setting.
- Extensive experience in finance management, operations and administration in an international NGO.
- Deep familiarity with the financial requirements of external grants from different donors.
- Proven ability to provide timely financial reports for multiple projects with different donors.
- Highly organized, and able to pay attention to details.
- Effective communications skills.
- Good working knowledge of English (written and spoken)
- Good at building relationships and able to influence others.
- Diplomatic and objective.

- Negotiation, problem solving and conflict management skills.

How to apply:

Applicants must submit their applications including a cover letter and a Curriculum vitae to Kenya@wetlands-africa.org with a copy to jmulonga@wetlands-africa.org by COB on 30th October 2018.