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JOB DESCRIPTION

Position title: Regional Director – IT & Operations
Reports to: Regional Representative
Supervises: Procurement Officer, IT Officer
Grade: B2

I. Mission of the Department: To ensure a high performing WWF International Programme Office with efficient and strong administration, operational and logistical support, alongside high quality IT services provided as key components of WWF's business

II. Major Functions: Working closely with Regional Representative the Administration/Operations/ IT Director takes the responsibility for the IT, administration and logistics management functions of ESARPO and provides principal and central support to ESARPO country offices and CEA NI.

III. Major Duties and Responsibilities:

Information Technology

- a) IT Leadership
 - Ensure all IT systems run at optimally to support needs of the organization.
 - Provides IT strategic leadership and vision by planning and directing all activities related to delivering effective and efficient IT services to users across the region.
 - Ensure optimal functioning of IT and related business systems in accordance with policies and procedures, legal and regulatory compliance.
- b) Strategy
 - Develop and execute the IT strategic plan to maximize organizational outcomes.
 - Identify emerging information technologies and recommend strategies for enhancing the IT infrastructure.
 - Use ICT Capacity map to develop annual work plans, budgets for each office.
- c) Projects
 - Maintain an oversight of all IT and IS projects ensuring that compatibility and integration issues are taken into account and, as a member of the project steering group, be responsible for the monitoring and control of all IT-led projects and budgets.
- d) Audits, Policy, Procedures
 - Responsible for the region's information security policy and procedures and all other policies relating to IT.
 - Use the ICT Capacity to identify gaps, risk and develop a mediation plan thereof.
 - Compile, review, update and test the Disaster Recovery Plan by-annually with the IT officers in the region.

Operations, Administration & Logistics

Maintain a functional reporting line to all country office administration, IT, operations staff to ensure smooth regional compliance to duties below

a) Government Liaison

- Liaises between the WWF ESARPO office and the Government of Kenya

- Managers the process of applications and renewals of residence permits and Diplomatic ID Cards and airport cards for expatriates as authorised and granted by the government of Kenya.
 - Supports staff in processing visas
 - Prepared documentation and drafts correspondence for duty and tax exemption certificates and ensures timely submissions to the relevant government authorities
 - Ensures that the ESARPO management is advised and fully aware of key immigration and other relevant changes in Country government regulations and procedures as they impact on WWF programmes
- b) Contracting
- Prepares and administers consultancy and operational contracts and maintains adequate contract files
 - Develops a comprehensive system for tracking contractual status and maintains up to date computerised records of the incoming and outgoing contracts between ESARPO and other parties
 - Building capacity and know how.
 - Compliance with standards & WWF-I templates for contracts
- c) Procurement
- Coordinates and facilitates the procurement requirements of the program office on the basis of the procurement policy guidelines.
 - Pre-qualification of suppliers.
 - Compliance with procurement procedures as per Field Operations Manual.
 - Procurement committee constitution and TORs.
- d) Legal
- In liaison with legal advisor ensure compliance to all legal requirements that impact operations of WWF
- e) Fixed Assets
- Develop appropriate physical inventory count procedures, adapted to the local requirements of each site, with a strong accent on control and separation of duties.
 - Develop procedures for the disposal of fixed assets with a strong accent on appropriate approval levels and control over eventual sales values and resulting receipts.
 - Develop appropriate systems, policies and procedures for the management of the Programme's assets, adapted to the specific needs of each country/site.
- f) Motor Vehicle Management
- Ensure appropriate policies are in place for management of motor vehicles
 - Ensure a regional policy is in place; areas to concentrate – records, use, acquisition, organizational needs, Fuel procedures, disposal procedures etc.
 - Takes responsibility for managing the vehicle fleet in the ESARPO hub office
- g) Policies, Audits & Compliance
- Provide the necessary support to all country offices in the development and application of their systems and procedures as per FOM.
 - Develops a Site Visit Work Programme and Calendar with the country offices in order to carry out operational audits.
 - Ensures that the country offices are properly applying WWF Procedures and using WWF Systems to an acceptable standard for Administration and Operations purposes;
 - Assist the country offices with any problems they may have with administration and operations matters and, where necessary, develops or adapts the appropriate procedure.
- h) Filing and Archiving
- Supports the country offices to develop and maintain their filing system online and hard copy
 - Carries out periodic controls to ensure that the filing system are properly used and that documents being regularly filed and easily accessible
 - Develops and maintains an archive policy for the regional office based on contractual and legal requirements; supports the country offices to develop and maintain archiving policy

- Undertake any other duties that may be assigned to you by the Regional Representative

Profile:

Required Qualifications

- An advanced degree in MIS and at least 5 years experience in operations management
- Demonstrated skills in developing, managing and evaluating administrative plans and policies
- Certification in supply chain management
- Experience working with government and donors
- A thorough knowledge of and dexterity with computer software and
- Experience working with international organisations involved in environmental and or/ community issues would be an advantage

Required skills and competencies

- Strong leadership abilities
- Ability to work under pressure
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels and with external stakeholders
- Excellent oral and written communication skills
- Adherence to WWF’s values, which are Knowledgeable, Optimistic, Determined and Engaging

IV. Working Relationships

Internal – Interacts and works closely with Chief Finance officer as well as all other regional management team & senior management teams in ESARPO. Coordinates and interacts as appropriate with members of CEA GI, WWF International and other WWF Offices.

External – Interacts as required with governmental institutions and officials, donors and other stakeholders in collaboration with the regional representative.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor _____ - Date _____ -

Accepted by Staff member: _____ Date: _____