



Job Description

Position: Operations Coordinator

Classification: Uganda Contract Staff

Contract Period: 12 months starting April/May 2016

Location: Jinja, Uganda

Basis of Employment: Full-time; 40-50 hours per week depending on demands of the work

Compensation: \$400 monthly salary

Benefits: International health insurance policy (excludes US), housing, project transportation, monthly phone allowance, work visa, round-trip flight to Uganda and generous vacation policy

Reports to: Finance and Compliance Manager

Key Roles: Administrative support to Finance & Compliance Manager and Operations team; Assist with coordinating financial and legal operations; general project and admin support to Business Operations Team, Empowerment Team, and Country Director

MISSION:

To empower marginalized women to transform the physical and spiritual livelihoods of their families and communities.

VISION:

A non-profit, social business that empowers women by facilitating vocational training, employment opportunities, savings and loans associations, education programs, support groups and leadership development.

VALUES:

Restoration of Human Dignity: We restore dignity and hope to women oppressed by cultural and socioeconomic inequalities.

Collaborative Partnerships: We give our time, skills and resources toward uplifting and encouraging one another in the spirit of love, quality and collaboration.

Transformational Relationships: We seek to reflect the Kingdom of God by building meaningful, cross-cultural relationships so we may each realize our potential as agents of transformation.

High-Quality Products: We offer the marketplace unique and fashionable products handmade by women who receive fair wages for their craftsmanship. 100% of net proceed support Akola Project community development initiatives.

POSITION DESCRIPTION:

The Operations Coordinator will be responsible for assisting the Finance & Compliance Manager with all financial and logistical functions of Akola Project Uganda operations. This position will also assist with legal compliance for all Akola Project Uganda operations including organizational registration, tax compliance, and other legal projects as required. This position will require a strong connection with the mission of Akola Project and a willingness to give a complete effort for the organization to meet its development goals.

QUALIFICATIONS:

Required: BS/BA degree, experience working in an office environment, legally authorized to work in the U.S.

Desirable: Experience working in a cross-cultural development context (ideally within an African nation); experience with Quickbooks accounting

RESPONSIBILITIES:

Leadership

- Lead Akola Project beneficiaries in a way that facilitates a high performance egalitarian culture of learning and development, trust and integrity
- Seek understanding with and unified leadership alongside the leadership team
- Provide a good example of good stewardship with time, resources and privilege for the staff, employees, and women's groups
- Serve as an active advocate for Akola Project, promoting the vision, mission and goals of the organization amongst the community at all times to ensure the organization maintains a positive public standing

Administrative Support

- Assist Finance and Compliance Manager and management staff with daily administrative functions as needed
- Oversee filing system for Akola Project office, keeping records of all receipts, contracts, agreements, letters, memos, staff time sheets, payroll reports, resolutions, acts, and any other documents pertaining to the work of Akola Project
- Ensure protection and security of all files, records, assets and records
- Coordinate scheduling of various meetings including board, staff, donors and peers
- Make travel arrangements for visitors and staff as needed
- Assist with the management of all organizational assets as required
- Manage assigned projects as needed

Financial & Legal Operations

- Assist with managing Akola Project Uganda's accounting functions and maintaining the books of the organization
- Assist with monitoring cash flow and physical assets through Akola Project supply chains, including the development of new systems and procedures
- Assist with coordination of vehicle scheduling and maintenance
- Assist with all organizational registration and with ensuring and monitoring legal compliance
- Assist with researching best-practice legal registration for social enterprises in Uganda
- Assist the Finance & Compliance Manager with other financial & legal tasks and projects as required
- Other duties as assigned

Instructions for Applying

Applicants should submit the following by email with subject line "**Application: Operations Coordinator**" to recruitment@akolaproject.org. Applicants are encouraged to apply as soon as possible. Only shortlisted candidates will be contacted for an interview. Submit all documents as one PDF. As this is a detail-oriented position, candidates failing to follow instructions will not be considered.

- Resume/CV highlighting your education and work experience
- 1 page cover letter that outlines (1) Why you are interested in the position, Akola Project, the mission/vision and Uganda specifically; (2) Relevant work experience for the position and why you believe you are the best candidate for the job. Be sure to cite specific personal characteristics and specific work experiences that you feel make you qualified to fulfill the required responsibilities; (3) Where you saw the position advertised/who referred you.
- Names and contact information for at least one personal and one professional reference