



## Operation's Specialist

- **Vacancy for:** 1
- **Posted on:** Dec. 6, 2018
- **Deadline:** Dec. 13, 2018, 11:55 p.m.

**Job Type:** Contract

**Job Categories & Sub Categories:** NGO / INGO / Social work : Volunteering

**Job Level:** Mid Level

**Preferred Age Range:** No Age Bar

**Preferred Educational Qualification:** Bachelor

**Min Experience:** 3 years

**Max Experience:** 4 years

### Role Overview:

Under the direct supervision and overall guidance of Head of People and Operation, the Operation Specialist will lead and oversee all procurement activities and other operational responsibilities (IT, Inventory, Logistics and Security). Provide advice, assistance and follow-up on procurement process and procedures ensuring policies of VSO, related donors and partners

### Skills, Qualifications & Experience Required

#### Essential Qualification

- At least Bachelor's degree in business, finance, management or related subject with minimum 3 - 4 years of progressive work experience

#### Experience:

- Experience and demonstrated ability working on projects funded by a variety of international donors, including experience in developing and managing activities and related budgets
- Ability to handle a variety of assignment under pressure of deadline. Willing and flexibility to multi-task
- Ability to professionally represent VSO to Donor, Partners, Vendors, Government and Non-Government stakeholders

#### Volunteering for Development and Youth Engagement

- Understanding and valuing the role of volunteering for development
- Valuing the role of young people in development
- Experience of working with international and national professional volunteers and youth plus personal experience of volunteering for development is a significant advantage

#### Communication Skills

- Good verbal and oral communication skills in English and local languages

#### Competencies and Behavior:

- Ability to be open minded and respectful
- Ability to be resilient and adaptive to new situations
- Ability to facilitate positive change and build sustainable working relationships
- Ability to seek and share knowledge

**Financial and Risk Management:** Sound knowledge of financial and risk management skills

**Information Technology:** Good level of computer skills (Windows, Excel, Power Point, Word, Outlook, Internet).

**Travel requirement:** Able to travel in country and internationally occasionally and spend time away from work- base location and home.

Commitment to VSO's mission, values, People First principles and core approaches (Social Inclusion and Gender, Social Accountability, and Resilience).

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/ volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy.

**Desirable:**

- Project management experience
- Equal Opportunities
- VSO promotes equal opportunities and values a diverse workforce
- VSO reserves the right to close this job early if we receive a sufficient number of applications

**Applying Procedure**

To apply for this job please visit [http://vso.force.com/jobopportunities/Job\\_DetailsPage?jid=a0mD000000B1bZr&m=i](http://vso.force.com/jobopportunities/Job_DetailsPage?jid=a0mD000000B1bZr&m=i).

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