



Vacancies: Health Information Systems Program South Africa NPC (2003/005786/08)

Position : Operations Manager

Location : Home Office

Start Date : As soon as possible

Enquiries : vacancies@hisp.org

HISP-SA is looking for an **Operations Manager**. This senior management position is responsible for leading and overseeing all operations required for HISP projects to function effectively, providing strategies, structure, policy, procedures, and controls for these functions.

The role includes establishing and maintaining operational and project management methodologies and systems in close collaboration with all other Senior Managers.

The position is a 5-year fixed term with employment benefits that include pension and medical aid contributions, 21 days annual leave plus study leave and financial assistance for formal studies. The position is remunerated at a D5 salary pay grade.

Scope of work:

- Build and maintain effective client relationships
- Establish partnerships that extend the capabilities needed to implement successful projects
- Ensure that all projects are within budget
- Manage financial delegations responsibly while behaving ethically and showing good governance in compliance with HISP policy and procedures
- Ensure all projects have required human resources, working in close collaboration with other senior managers
- Manage HR delegations responsibly while behaving ethically and showing good governance in compliance with HISP policy and procedures
- Establish performance contracts for all Operations Department subordinates, aligned to the Performance Management Framework published by HR

Job Requirements:

- Appropriate tertiary qualification (or equivalent) is a minimum requirement
- Appropriate post graduate qualification / Master's degree will be an advantage
- Senior management qualification will be an advantage
- Project management qualification will be an advantage

Experience:

- At least 5 years of senior operations management experience
- At least 5 years' experience establishing and maintaining effective working relationships with national and provincial health departments, international NGOs, and other customers
- Operations research and development and policy development experience will be an advantage
- Experience managing large teams and processes will be an advantage

Closing Date: Sunday, 11 December 2022, 12h00 SAST

Upload a comprehensive CV and cover letter, using this [link](#)