Terms of Reference

Position Title : Manager Operations
Salary Grade : D-2
Reporting to : Manager Finance Head Office
Duty Station : Karachi
Contract Type : Long-term
Work Week : 5 Days (Monday to Friday) - 40 hrs / week
Work Hours : 0830 hrs to 1715 hrs

Job Summary
The position will be responsible for Operations Management of Karachi Region.

Duties and Responsibilities

- This position will be responsible for Leading/Supervising the operations of Karachi Office.
- Will be responsible for review and editing of financial data.
- Will be responsible for preparation of new projects and Annual Budget of Karachi Office.
- Will Coordinate for of internal and external audits.
- Submission of projects financial reports and linked other deliverables to donors.
- Correspondence with Donors of Karachi Projects.
- Will prepare, review and coordinate for project agreements.
- Review and supervise admin agreements, Rent, Insurance, Vehicles etc.
- Supervision and review of Biometric attendance data and leave record.
- Monitor/Assist Karachi staff for Procurements, logistics and Event arrangements.
- Coordinate for new hiring's/replacements of Karachi office.
- Review and supervise the staff final settlements.
- Prepare, Review and present monthly financial reports to management and in monthly, quarterly, annual and PSU meetings etc.
- Supervise yearly fixed asset verification of the region their movements and disposals.
- Supervise staff for Logistics and vehicles pool managements.
- Support to Karachi staff in IT matters.
- Training and capacity Building of operations staff.
- Supervise Health & Safety Matters.
- Ensure compliance of Finance SOP's.
- Ensure Compliance of Admin & IT SOP's.
- Coordination with technical staff for planning and implementation of Projects.
- Responsible for cost recovery from Karachi region projects.
- Responsible for bank accounts operations.
- Responsible for Operations team management and staff planning.
- Liaising with technical team and Programme Director for operational management of the programme.
- Close coordination with Manager Finance HO and Director Operations for programme updates and management.
- Support to other regions where required in operations and project management.
- Coordination with Finance, HR & IT Managers for SOP’s, Guidelines and rules compliance, review or revisions.
- Closely review and update the operations team on taxes updates and their compliance.
**Selection Criteria**

**Education, Experience & Working Knowledge**

- Master’s degree in Commerce, Economics, Business Administration or any other related discipline.
- At least Seven years of relevant/similar experience in the operations and large programme Management.
- Able to lead teams in diverse environment and have knowledge of business operations, taxation, procurement, HR and IT.

**Other Skills & Attributes**

- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Proficiency in the use of computer applications including MS Office;
- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.

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**HR department** : Signature / Date

**Hiring Manager** : Signature / Date

**Acknowledged by Employee** : Signature / Date

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