



Terms of Reference

Position Title	:	Sr. Manager Operations
Salary Grade	:	D-1
Reporting to	:	Sr. Director Operations
Duty Station	:	Multan
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 Food & Markets Programme and South Region of WWF-Pakistan

Duties and Responsibilities

- This position will be responsible for Leading/Supervising the operations team of SOUTH REGION.
- Will be responsible for review and editing of financial data.
- Will be responsible for preparation of Annual Budget of SOUTH REGION.
- Will Coordinate for of internal and external audits.
- Will prepare budgets of new initiatives/projects.
- Submission of SOUTH REGION financial reports and linked other deliverables to donors.
- Correspondence with Donors of SOUTH REGION Projects.
- Will prepare, review and coordinate for project agreements.
- Review and supervise admin agreements, Rent, Insurance, Vehicles etc. of SOUTH REGION.
- Supervision and review of Biometric attendance data and leave record of SOUTH REGION.
- Monitor/Assist SOUTH REGION staff for Procurements, logistics and Event arrangements.
- Coordinate for new hiring's/replacements of SOUTH REGION
- Review and supervise the staff final settlements of SOUTH REGION.
- 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 SOUTH REGION staff in IT matters.
- Training and capacity Building of operations staff of SOUTH REGION.
- Supervise Health & Safety Matters of SOUTH REGION.
- 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 SOUTH REGION 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 Sr. 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

- ACMA, ACCA, Master’s degree In Commerce, Economics, Business Administration.
- Preferred ten years of relevant 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.

HR department	:	Signature / Date-----
Hiring Manager	:	Signature / Date----- 
Acknowledged by Employee	:	Signature / Date-----

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