## OPERATIONS MANAGER
Global Alliance of National Human Rights Institutions
Geneva, Switzerland

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>OPERATIONS MANAGER</th>
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<tbody>
<tr>
<td>Duration:</td>
<td>Fixed term – until 2018, full-time</td>
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<tr>
<td>Date required:</td>
<td>As soon as possible</td>
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<tr>
<td>Supervisor:</td>
<td>GANHRI Chairperson</td>
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### Background

The Global Alliance of National Human Rights Institutions (GANHRI) (previously known as the International Coordinating Committee of national institutions for the promotion and protection of human rights –ICC) is a membership-based organisation of national human rights institutions (NHRIs) which works in close cooperation with the United Nations (UN). GANHRI promotes and strengthens NHRIs to be in compliance with the Paris Principles and provides leadership in the promotion and protection of human rights. GANHRI provides a framework for NHRIs to work together and cooperate at the international level through a wide range of activities, including annual meetings, international conferences, networks, training and capacity building. GANHRI works in close partnership and cooperation with the Office of the High Commissioner for Human Rights (OHCHR) and specifically with the National Institutions, Regional Mechanisms and Civil Society Section (NRCS) and also with the United Nations Development Programme (UNDP).

To learn more about GANHRI go to [http://nhri.ohchr.org/EN/Pages/default.aspx](http://nhri.ohchr.org/EN/Pages/default.aspx)

GANHRI seeks to recruit an Operations Manager. This is a fixed-term position, starting as soon as possible through 2018 with the possibility of renewal, subject to availability of funds. The position will be based in Geneva, Switzerland.

### 1. General Purpose:

The incumbent will provide overall coordination, management and monitoring of all GANHRI’s activities under the overall leadership and supervision of the GANHRI Chairperson. This is a broad-ranging full-time role. The incumbent will report directly to the GANHRI Chairperson and GANHRI Bureau. The incumbent will manage the staff at the Head Office.

### 2. Areas of responsibility include but are not limited to:

**General**

- Provide overall coordination, management and monitoring of all GANHRI’s areas of work
- Develop and implement robust administrative, financial and human resources policies and procedures
• Oversight over financial management in cooperation with GANHRI’s Finance Sub-Committee and may include development of financial strategies to enhance GANHRI’s financial well-being
• Management of the GANHRI Head Office in Geneva
• Any other reasonable duties as are required, in line with the general responsibility of the role

**Strategic:**

• Provide strategic advice to the GANHRI Chairperson in relation to GANHRI’s operations
• Contribute to the development of strategic partnerships and collaboration in particular with OHCHR, UNDP and European Union (in close cooperation with the Chairperson and Coordinator of the European Network of NHRIs-ENNHRI and the GANHRI Special Representative and GANHRI Geneva Representative)
• Assist in the development of strategic plans and manage the implementation of GANHRI’s strategic plan and decisions

**Communication:**

• Oversees implementation of GANHRI’s communications plan including to ensure quality of GANHRI’s outputs such as annual reports, position papers, statements
• Provide updates and maintain regular communication with GANHRI’s Bureau and regional networks in close cooperation with the GANHRI Chairperson, Special Representative and Geneva Representative

**Office:**

• Manage and supervise Head Office including in relation to procurement and IT
• Manage human resources: plan the use of human resources including improving and implementing the HR policy
• Organize recruitment and placement of required staff and interns
• Delegate tasks and accountabilities
• Supervise staff
• Oversee staff professional development
• Monitor and evaluate performance

**Finances:**

• Prepare and control GANHRI’s annual budget
• Oversee GANHRI’s auditing and accounting processes.
• Project management and coordination of project implementation
• Fund-raising including proposal development, drafting funding applications and reports in close cooperation with the GANHRI Special Representative
• Responsibility for ensuring the annual auditing takes place
• Ensure that the GANHRI Finance Sub-Committee (FSC) is involved in financial matters in accordance with the FSC’s terms of reference

**Knowledge management:**

• Contribute to the development of GANHRI’s knowledge management function including development and implementation of GANHRI’s Knowledge Management Plan
Meetings:

- Organise the preparation of all GANHRI meetings and events including bureau meetings, annual general meetings and triennial conferences and where necessary in close cooperation with the OHCHR and UNDP

3. Qualifications and Experience

- Advanced university degree (masters or equivalent) in Business Administration, Operations Management, Human Rights, Social Sciences, International Development or related field
- 5 years relevant work experience with at least several of which involve similar senior experience of operational management of projects or programmes preferably within the human rights sector
- Demonstrated leadership in managing staff, and major projects or initiatives
- Experience drafting grant proposals and reports
- Experience in managing grants from the European Union (EU) preferred
- Excellent written and oral communications skills
- Excellent interpersonal skills and collaborative management style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Self-management including self-reliance, ability to work with minimum supervision and flexibility
- Experience working with national human rights institutions preferred
- Languages: Fluency in English and another GANHRI official language required, with working language of a third GANHRI language desirable. GANHRI's official languages are Arabic, English, French and Spanish.

4. Salary

- Negotiable, in line with Geneva-based standards

How to Apply: Send cover letter, résumé, and contact information for three references. Please submit all application materials in English, and indicate where you saw this opportunity in your cover letter.

Deadline for applications: 31st May 2016. Please send the required material by email with the name of the position in the subject to: applications.ganhri@gmail.com

Interviews will take place during the 2nd week of June.

Please appreciate that due to the volume of applications; only short-listed candidates will be contacted. GAHNRI also reserves the right not to make an appointment.

GANHRI is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.