



## Operations Manager

The Framework Convention Alliance, a global advocacy coalition of NGOs, is looking for an **Operations Manager** for its secretariat in Ottawa, Canada. In close co-operation with the Executive Director (ED), the successful candidate will be responsible for managing the FCA's planning, reporting, budgeting and human resources processes, amongst other functions.

The FCA is the umbrella group for civil society organizations working to promote development and implementation of the WHO Framework Convention on Tobacco Control, an international treaty that has been in effect since 2005. It has several hundred organizational members and a small staff distributed across five continents. The FCA's secretariat has recently moved to HealthBridge, a Canada-based development NGO.

The successful candidate will have at least five years of management experience, preferably in an international environment. Familiarity with non-profits and advocacy is an important asset.

### ***Responsibilities***

#### **1) Planning**

- Oversee preparation of workplans by regional and central staff
- Organize and chair regular staff calls (about every two weeks); ensure follow-up
- Develop and implement improvements to planning process, as appropriate, including an annual assessment process

#### **2) Reporting**

- Ensure that regional and central staff provide activity reports, aligned with workplan priorities
- Ensure routine reports to FCA's multiple funders are complete, accurate and timely
- With the ED, prepare quarterly reports for the FCA's Board of Directors
- Responsible for production of financial reports, in collaboration with accounting staff

#### **3) Budgeting/funding**

- In collaboration with finance staff and the ED, prepare budget proposals
- Act as lead for fund proposals, where appropriate

#### **4) Governance**

- In collaboration with the ED, ensure smooth running of FCA Board meetings
- Research and analyse options for organizational structure

#### **5) Human resources/contracting**

- Negotiate and manage contracts with regional and central staff
- Develop and implement an effective system for performance reviews
- Negotiate and manage contracts with consultants and vendors

## **6) Representation**

- Manage reporting relationships with funders
- Represent FCA at meetings with partners/funders, as needed

### ***Qualifications***

- A post-secondary degree
- Skills in developing and implementing planning and evaluation processes
- Financial management skills, including budget development and management
- Excellent interpersonal skills, with experience in cross-cultural environments
- Excellent written and good spoken English
- Knowledge of other UN languages (particularly Spanish or French) a significant asset
- Knowledge of public health issues (including tobacco control) and/or international relations an asset.

Applicants must be legally entitled to work in Canada and be available to work in Ottawa.

### ***Application Deadline -- Friday 22 January 2016***

### ***Application Process***

Applications should include a cover letter and Curriculum Vitae, including salary requirements and details of two referees, preferably including your current or most recent employer. Referees will not be contacted without your prior consent.

Applications should be submitted via email to: [jobs@fctc.org](mailto:jobs@fctc.org). Please be sure to include within the subject line: "FCA Operations Manager".

### ***Interviews***

Interviews with potential candidates will take place in Ottawa in January or early February.

*Please note that only candidates selected for interviews will be contacted.*