

Operations Coordinator

Job Advert – June 2022



- **Do you want to do work that really matters? Help us end avoidable blindness**
- **Full time, Permanent Role based in Kathmandu, Nepal**
- **Closing Date: Thursday 5th July 2022**

ABOUT THE FRED HOLLOWES FOUNDATION

The Foundation is an international development organisation working to prevent blindness and restore sight. This year marks The Foundation's 30th anniversary of carrying on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation has grown to work in more than 25 countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 2.5 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind or vision impaired and Indigenous Australians exercise their right to sight and good health.

ABOUT YOU

The ideal candidate will be forward thinking, highly organized and one who thrives in a dynamic environment, while maintaining a positive attitude toward their work and colleagues. You will be passionate about getting things done and committed to being a valuable resource to employees throughout the organization. You will also have amazing work ethic, know that follow-through is everything, and thrive on handling a variety of responsibilities and readily adapt to unforeseen operations and administrative needs.

THE OPPORTUNITY

The Operations Coordinator is accountable for general office and financial administration functions of the country office. The position is to maintain coordination between the global business operations team, the Hub technical support team and the local country team. S/he is the first point of contact for internal and external guests and visitors to the office.

KEY RESPONSIBILITIES

- **Office Management:** Oversee efficient running of the country office including (but not limited to): fire and health and safety compliance, collection of mails, management of meeting rooms and AV gear, purchase and restock office supplies including first aid kit, IT equipment, stationery, furnishings etc. Keep an inventory stock of all office items. Act as liaison with global Business Services team for local office requirements and manage local service providers including internet, utilities, etc. Provide induction for new staff (if any) on local office requirements including being the liaison to ensure all business operations requirements are fulfilled such as the procurement and set-up of computer and helping them to understand local and global processes and systems. Act as the first aid officer for the country team.
- **Travel & Security Coordination:** Meet guests and visitors on arrival, provide security briefing and ensure security manual remains up to date. Coordinate logistics, travel and accommodation for country team, visitors and meetings including, but not limited to, visas, medical and other travel documents for travelers leaving or entering the country. Remain up to date on visa requirements, visa process and relevant information and share within

organization for clear information. Ensure incident reports are completed and submitted in a timely manner. Manage vehicles, leases and repairs, car hire and drivers as required.

- **Administrative Support:** Oversee the efficient running of the country office including (but not limited to) coordination of procurement functions to ensure appropriate suppliers and vendors successfully fulfill the needs of FHF and partners through the provision of goods and services in line with FHF standards of governance. Assist with operational reports and updating of policies in line with FHF standards. Provide administrative support for the local team including the compilation of internal reports such as risk and ensure their timely submission. Liaise with and assist the global IT service desk to fulfil local IT support needs for the office and staff.
- **Finance Administration:** prepare and process requisitions for the country team in iPOS and work with global finance team to ensure timely payment of invoices, manage petty cash, stamps and attend the bank as required. Observing, reviewing, and analyzing processes to identify inefficiencies and areas where improvements could be made.
- **Hub Technical Support:** in addition to the general local office and financial administration functions, the operations Coordinator will also be accountable as a technical Support resource within the HUB providing functional support across other aspects of the hubs and clusters in areas such as ensuring transactional and reporting systems and processes are maintained across the group of clusters and countries in which the role is located.
- **Maintain good relationships:** with staff, visitors, and providers to ensure efficient running of the office.
- Other tasks as requested by your manager

WHAT YOU'LL NEED TO SUCCEED

- Experience in providing administrative support and managing a small office.
- Experience in business management, including accounting skills and undertaking bookkeeping activities.
- Experience working with the Microsoft office suite including Outlook calendar management and office technology functions such as WiFi, phones, and printers.
- Experience working as part of a team.
- Experience working in a culturally diverse team.

HOW WE RECOGNISE YOUR CONTRIBUTION

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you. Including:

- Generous salary packaging - we provide access to not-for-profit salary packaging options, which will increase your take home pay, we also offer 17.5% annual leave loading
- Flexible work environment – we focus on output, not hours and enable you to prioritise your health and wellbeing
- Generous leave allowances – we offer time off for culturally significant/ceremonial leave, paid parental leave; 5 days bonus leave every year; and an annual Foundation-wide “Me Day”
- Ongoing commitment to your continuous learning and career development – through tailored leadership and professional development programs, access to LinkedIn Learning and focused development conversations.

[To find out more about our benefits click here](#)

APPLICATIONS

Applications should be made via our [Website](#). Should you have any questions regarding the opportunity please reach out to our Talent Acquisition Specialist, at employment@hollows.org for a confidential conversation. Kindly note that **CVs will not be considered through this email address.**

Applications Close: Thursday 5th July 2022

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment. The Foundation is also committed to protecting the health of our beneficiaries, donors and partners and require all employees to be fully vaccinated against COVID-19.