Gathering House Youth Empowerment Society

Vacancy Announcement

(VA02824, GHYES-HR)

Gathering House Youth Empowerment Society is seeking a highly skilled and experienced applicant for the following vacant position.

**Position Title:** Operations Manager

**No of Position:** One Position

**Location:** Magway

**Desired Start Date:** As soon as possible

**Duration:** Till end of February 2025 (Possible Extension)

**Reports to:** Head of Management and Board of Directors

**Closing Date:** Open until qualified candidate is found

**Background:**

Gathering House Youth Empowerment Society is a dynamic and fast-growing youth organization founded in 2020. Our vision is to empower young people to build a society that is both peaceful and comprehensively developed. We are committed to achieving this through our mission of working alongside young people and youth organizations to empower and support them to become active agents of positive change in their communities. By doing so, we aim to build a peaceful and comprehensively developed society where every young person can reach their full potential. Our core values reflect who we are as an organization and guide our work. We value **diversity and non-discrimination,** recognizing and embracing differences among individuals. We foster **innovation,** encouraging creativity and new ideas in our work. **Mutual respect** is at the core of our interactions, promoting a culture of collaboration and teamwork. We prioritize **transparency** in all aspects of our operations, promoting open communication and accountability. We take **responsibility** for our actions and their impact, committing to ethical and sustainable practices.

As an active youth organization, we are committed to the growth and development of our team members. We provide a dynamic, flexible and supportive work environment where every team member is encouraged to thrive and reach his or her full potential.
Job Summary:

We are seeking an experienced and qualified Operations Manager to join our team and play a key role in ensuring the smooth functioning of our organization. The preferred candidate should demonstrate the strong and robust expertise in operations management, financial oversight, human resources management, and administration. We are seeking an individual with strategic thinking capabilities, capable of adhering to organizational policies, fostering positive relationships, addressing operational risks, and playing a crucial role in the success of our operations.

Responsibilities:

Operations in General

- Uphold organizational policies and standards, ensuring the compliance
- Develop and maintain good relationships among staff members, all partners and potential donors in areas of operations
- Identify and mitigate operational risks of the Gathering House
- Manage GH’s Office Running Fund and daily operational tasks

Financial Management

- Develop, monitor and manage the organizational budgets in coordination with program and finance team members, ensuring alignment with strategic objectives
- Oversee financial reporting, ensuring accuracy, timely manner, transparency and compliance with donor requirements, GAAP and local regulations
- Update and implement all necessary financial policies, procedures, guidelines, accounting practices, internal control measures and periodically review the organization’s financial operations manual
- To provide financial analysis and recommendations to support strategic decision making
- To assist with grant submissions and grant reports, tracking of grant cycles and payments, and communicating with funders as needed

Human Resources Management

- Supervise human resources functions, including recruitment, onboarding, performance management, talent management, staff benefit management and professional development
• Ensure compliance with labor laws and the GH’s organizational policies
• Foster a collaborative and positive work environment, providing guidance and mentorship to team members

Administration and Logistics

• Supervise the administrative tasks, ensuring smooth, secure and efficient office operations
• Develop and implement administrative policies and procedures
• Coordinate logistical support for program activities, events and field operations
• Ensure efficient procurement processes while adhering to organizational policies
• Manage inventory and assets effectively
• Oversee IT systems and infrastructure, ensuring security and reliability
• Collaborate with IT staff to address technical issues and implement system improvements
• Stay informed about technological advancements relevant to the organization’s needs

Qualifications and Experiences:

• A minimum of 5 years of proven experience in operations management, financial oversight, human resources, and administration
• Previous experience in a senior level managerial or leadership role is highly desirable
• Proven ability to identify and mitigate operational risks effectively
• Solid experience in developing, monitoring, and managing organizational budgets
• Proficiency in overseeing financial reporting with a focus on accuracy, timeliness, and compliance
• Experience in providing financial analysis and recommendations to support strategic decision-making
• Strong background in supervising human resources functions, including recruitment, onboarding, and performance management
• Substantial experience in supervising administrative tasks for smooth office operations
• Demonstrated ability to coordinate logistical support for various activities and field operations.
• Ability to collaborate with IT staff to address technical issues and implement system improvements
• Excellent written and verbal communication skills, proficiency in written and spoken English and Burmese languages

Youths for Peaceful and Comprehensively Developed Society
• Ability to build and maintain positive relationships with staff, partners, and donors.
• Proven ability to provide guidance, mentorship, and leadership to team members.
• Proficient computer skills, including Microsoft Office Suite and data management software
• Strong analytical and problem-solving abilities and proficiency in report writing
• Flexibility to adapt to changing program requirements and priorities
• Commitment to the organization’s vision, mission and values

Benefits:

• Competitive salary and allowance (Around 2,800,000 MMK, based on qualifications and experiences)
• A supportive and collaborative work environment that fosters continuous learning and growth
• Valuable hands-on experiences and exposure to humanitarian aid and youth empowerment, providing opportunities for professional development and career advancement
• Capacity building initiatives such as workshops, training programs, and conferences to enhance your skills and knowledge

If you meet the qualifications and are passionate about making a positive impact through effective operations management, we encourage you to submit your application.

How to Apply:

Interested persons should submit an application and updated CV, including educational qualifications, recommendations of previous organizations, contact number and contact details of at least two professional references to recruitment@ghyes.org with the title of the position, (Operations Manager, VA02824) applied for. Only shortlisted candidates will be contacted for relevant tests and/or interviews.

Gathering House is dedicated to upholding Equal Employment Opportunity, ensuring that individuals are recruited without regard to their race, ethnicity, religion, or gender. Our organization is deeply committed to promoting the welfare of children and advocating for gender equality. We maintain a zero-tolerance policy towards child abuse and sexual harassment.