



Director of Operations

April 2024

About UHAI EASHRI

UHAI - the East African Sexual Health and Rights Initiative (UHAI EASHRI) is Africa's first indigenous activist fund supporting human rights of sexual and gender minorities and sex workers. We fund activists organising in Burundi, Democratic Republic of Congo, Ethiopia, Kenya, Rwanda, Tanzania and Uganda, and further supports Pan-African organising across the continent. Over the 14 years of its existence, UHAI has funded critical court challenges that overturned repressive laws, resourced pioneering community-led initiatives, and supported documentation, advocacy and organising by sexual and gender minorities and sex workers in the region. We have also partnered with and funded Pan-African organisations and networks allied to our movements. We support movements through providing grants, capacity support, facilitating convening spaces and thought leadership.

The Role

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| Role: | Director of Operations |
| Location: | Virtual but within Eastern Africa (Kenya, Uganda, Tanzania, Rwanda, Burundi, DRC or Ethiopia) |
| Salary: | \$64,836 – \$70,848 p.a |
| Other benefits: | Telephone allowance; holiday allowance; comprehensive medical care for self and family; internal wellness fund for comprehensive non-traditional care. |



Role Purpose

The Director of Operations has overall supervisory responsibility for all UHAI EASHRI's operations, providing oversight to Finance, Human Resources and the Administration functions. The post holder will work closely with the Executive Director, and the Leadership Team in delivering UHAI's strategic vision and plan, including programme work, growth activities and sustainability strategy.

The position leads, develops, and manages the internal financial, human resources and administration components to ensure that these functions work effectively, efficiently, and cohesively, as each is vital to UHAI EASHRI's strategy delivery and also to grow UHAI and ensure financial strength and operating efficiency.

As part of the leadership team at UHAI, the Director of Operations will help to inspire and motivate our teams across Eastern Africa, shape our culture and role model our values. The Director of Operations is an expert professional with strong staff management experience who can inspire, motivate, and challenge the Finance, Administration and Human Resources team, with significant working knowledge of the non-profit sector, in particular finance, grants management administration and Human Resource Management. They have excellent written and oral communications skills in English (French and/or Swahili proficiency is desirable) and a demonstrated commitment to rights-based approaches and LGBTIQ and sex workers' rights.

Key Responsibility Areas

a) Leadership and Management

- Provide day-to-day leadership and management for all finance, human resource and administrative functions in the organisation.
- Work with leadership team to promote a high performing, fulfilled and accountable environment within UHAI EASHRI and to bring innovation and creativity to all aspects of UHAI's work.
- Interaction with UHAI's Board of Directors, including the oversight of appropriate materials and presentations at Board meetings and other activities.

b) Financial Management

- Provide overall finance leadership to UHAI, by overseeing the coordination and the development of organisational financial policies, systems and guidelines, and oversight of implementation and insurance of compliance mechanisms.
- Present analyses of the financial situation of the organisation (including annual forecasting, multi-year modelling, liquidity analysis and management level narratives) to the leadership team and the Board.
- Leads the organisation on the annual budgeting exercise and planning process for review by the Executive Director (ED) and approval by the Board.



- Work with the ED to provide oversight and guidance on UHAI's investments in line with growing UHAI's Reserve Fund.
- Lead the coordinated delivery of monthly, quarterly and year-end financials in an accurate and timely manner.
- Oversee and manage the accountability requirements for regulatory compliance, including Financial Accounts in accordance with GAAP, non-profit accounting principles, and standards.

c) Human Resources and Administration

- Oversee and ensure effective implementation of HR policies, procedures and services in regards to talent management, attracting and recruitment, remuneration and benefits, performance management & development, HR data management and Organisational structure maintenance.
- Oversee the development, review and implementation of HR, evaluate the adequacy of these policies and assess the need for change and alignment to best practices, security and legislation.
- Oversee and assess that UHAI has adequate and strong administrative systems with transparent policies and procedures in procurement, travel and other operations. Oversee the implementation of the policies and procedures.
- Oversee IT structures to ensure that the IT infrastructure corresponds to the organisation's needs, and that it is well secured.
- Manage negotiation of third-party contracts and ensure that UHAI is getting value for money from service providers.

d) Risk Audits

- Working with the ED, identify operations risks that the organisation is exposed to and implement appropriate risks management strategies.
- Custodian of the Operations policies including Finance, Human Resources, Operations, and IT.
- Responsible for coordination of auditing activities and implementation of auditors' recommendations.
- Drives the internal risk audit process.
- Ensures the continuously implementation of security policies and procedures and leads the organisation in their continuous assessment.

e) Organisational Development

- As part of the leadership team, lead in building and sustaining an organisation with a 'soul' by coordinating internal communication to enable organisational effectiveness capability across UHAI
- Collaborate with the leadership team and coordination (management) team to ensure effective implementation of organisational systems and procedures to enhance mutual accountability, assurance & compliance with UHAI on policies.
- Lead organisational change initiatives, facilitate and enable a culture of innovation and change, champion and enable feminist leadership.



f) People Management

- Build an effective, dynamic and learning team within the Finance, Human Resources and Administrative functions as well as within the wider organisation.
- Develop and maintain constructive working ethos within the teams, that reflect the feminist principles and values of UHAI.
- Work within the performance management system to review performance, coach and develop staff and encourage continued learning and development of individuals within the department.
- Monitor the team's performance against the agreed organisational standards and ensure that problems are identified and resolved.

Core Role Competencies

All staff are expected to demonstrate UHAI EASHRI values and principles in all their professional relationships and in any interactions that may reflect on UHAI EASHRI. UHAI has a Zero Tolerance Approach to all forms of corruption which is an offence for which immediate dismissal will result.

- **Accountability**- takes responsibility for all work activities and personal actions; follows through on commitments; maintains confidentiality with sensitive information; acknowledges and learns from mistakes without blaming others; recognizes the impact of one's behaviour on others.
- **Integrity** - Consistent demonstration of ethical, feminist leadership reflected in all aspects of personal and professional activities Strong commitment to non-discrimination in all forms and active commitment to inclusive diversity.
- **Creativity** in UHAI's work, including problem solving; by discovering new opportunities and solutions for problems by looking beyond current practices and using innovative thinking Understanding of and commitment to feminist principles and approaches.
- **Effective Communication** - expresses oneself clearly and effectively when speaking and/or writing to individuals or groups; listens attentively; ensures that information is understood by all parties; shares information in a timely manner using the most appropriate method; presents well-organised information in a group setting.
- **Inclusive Collaboration** - works collegially with others, cooperating in both interpersonal and team relationships; fosters enthusiasm and maintains mutual trust, candour and respect. Inclusiveness embraces the perspectives and contributions of each individual including their diversity.
- **Consistently respectful** - consistently treats colleagues and stakeholders respectfully by acknowledging and valuing individual differences, communication is open and civil, conflict is addressed early and fosters culture of empowerment and cooperation.
- A successful record in setting priorities and communicating clearly with staff in a constructive and engaging manner and knowledge of and practise in non-profit accounting principles and standards.
- Must have knowledge of legislation and governance prescripts (taxation, Companies Act, etc).



Job Specific Specifications

Experience - desired years of experience at this level

- A minimum of 12 years' experience, with at least 7 years of significant management and leadership experience on Finance and Operations.
- Excellent oral and written English language.
- Experience of preparing financial documentation of the highest standards.
- Working knowledge of French and Swahili would be an advantage.

Qualifications for the role

- MA/MBA with emphasis in Finance & Accounting, Business Administration, and/or Human Services.
- Qualified accountant or an appropriate finance related qualification /or with relevant and significant finance experience.
- Member of a recognised professional accounting body.
- Human Resource management diploma desired.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-042024-UHAI or Pat-Jones-CoverLetter-042024-UHAI.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government's new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

Timeline

Closing Date: 27 May 2024

First stage interviews: TBC

Final interviews: TBC



Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of UHAI EASHRI values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at uhai-director-ops@oxfordhr.com in the first instance.

About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.