



I-TECH Jamaica Job Description

Position Title: Operations Officer

Supervisor: Finance and Operations Manager

Location: Kingston, Jamaica

Duration of contract: One year, with the possibility of renewal

Organizational Background:

The International Training and Education Center for Health (I-TECH) is a global health program of the University of Washington (UW) Department of Global Health in Seattle, Washington. I-TECH operates programs and employs staff in multiple countries in Africa, Asia, Eastern Europe, and the Caribbean Region.

Since 2003, I-TECH Caribbean has provided technical assistance to Ministries of Health in the Caribbean region and partners to support national health systems strengthening initiatives and a timely national HIV response through the implementation of robust care and treatment strategies. This includes continuous quality improvement at priority care and treatment sites, clinical mentoring, in-service and pre-service training and a focused effort to improve the comprehensive HIV care and treatment for key population groups including MSM, persons of trans experience and sex workers. Drawing on expertise from I-TECH's global network I-TECH has greatly improved the region's capacity to develop a competent health care workforce and administer quality HIV care, and treatment programs. In all of its efforts, I-TECH emphasizes strong collaborative planning, targeted needs assessments, interventions that address priority needs, sustainability, and local ownership of programs.

Brief Summary of Position:

Under the guidance of the Finance and Operations Manager, the Operations Officer will support the administrative and human resources functions of I-TECH Jamaica.

Specific Duties and Responsibilities

Office Management (20%)

- Office Equipment Leasing/Maintenance Contracts/Inventory – Support the Finance and Operations Manager in investigating and maintaining the cost effectiveness of the office leasing/maintenance contracts for phone system, copiers. Responsible for equipment and furniture inventory

- Travel assistance: Make hotel and flight booking arrangements for staff members, consultants and visitors
- Safety and security: Support the Finance and Operations Manager with the safety and security of office premises; mock fire drills, emergency evacuation plans and access system
- Work Environment Issues – Support the Finance and Operations Manager with staff requests and issues regarding the work environment: IT issues, functioning of workstations and kitchen pantry.

Purchasing and Procurement (20%)

- Under the direction of the Finance and Operations Manager, manage all office procurements and purchases
- Ensure the procurement policy and SOPs are followed for all purchases and procurements
- Assist with the preparation and follow up on vendor agreements
- In collaboration with the Finance Officer assist in the development of the annual procurement plan for purchasing

Support Program Operations (20%)

- Participate with other staff in planning of I-TECH program activities and events
- Support the Finance and Operations Manager in organizing logistics for program events as requested by program team
- Assist in implementation of I-TECH activities and events as required
- Assist in evaluation and documentation of I-TECH program activities
- Support the development, maintenance and communication of operations and information systems policies and procedures
- Support Directors and Program Staff in operations and administrative processes as needed

Support HR functions (25%)

- Support in recruitment of staff and consultants by putting out adverts and coordinating the hiring process with Director and Manager of Finance and Operations
- Ensure HR processes are adhered by team members as per the Employee Handbook and HR policy
- Support staff onboarding process in collaboration with Director and Manager of Finance and Operations
- In collaboration with the Director and Manager of Finance and Operations periodically researches and recommends cost of living or other across-the-board adjustments to the I-TECH salary structure
- Support and keep track of the performance appraisal and goal setting processes
- Coordinate time sheets
- Support other HR functions as needed

Support Finance functions (15%)

- Assist with payment of vendor in QuickBooks
- In the absence of the finance officer, enter payments in QuickBooks

- Assist the finance officer to review monthly cash flow, expenses reports, petty cash, travel reimbursements, reconciliations and vendor payments
- Manage the office-based petty cash system

Any other duties as assigned.

Required Education, Training and Experience:

- Bachelor's Degree in management or other relevant field or equivalent combination of education with minimum 5 – 7 years' work experience
- Strong administrative and office management skills
- Previous experience in organizing events, operations, HR and procurement
- Computer skills, including Microsoft Word and Excel
- Proficiency in QuickBooks Accounting software
- Excellent organizational, written and oral communication skills
- Fluency in written and spoken English
- Ability to work with minimal supervision
- Proven ability to pre-plan critical actions and carry out actions in an efficient and timely manner
- Track record of being a team player, high integrity, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time
- Experience working with US donor funded programs

Desired Experience:

- Training in USG grant and contracts rules and regulations

Current employees of the Ministry of Health in Jamaica are not eligible to apply.

Applicants should submit a resume and cover letter to the Director of Finance and Operations at hr@itech-caribbean.org no later than Sunday, September 8, 2019. We appreciate all applications, but only shortlisted candidates will be contacted.