



Senior Manager, Operations MOMENTUM Integrated Health Resilience Job Description

Job Title:	Senior Manager, Operations MOMENTUM Integrated Health Resilience (MIHR)
Level and Grade:	Senior Manager 80
Job Type:	Full Time
Reporting Manager:	Director, Country Programs
Department:	MIHR/International Programs Department
Office:	Washington, D.C.
Date:	29 April 2022

About Corus:

Corus International combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – IMA World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Corus leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary: MOMENTUM Integrated Health Resilience (MIHR) is a five-year global award designed to accelerate reductions in maternal and child morbidity and mortality in fragile contexts. The Operations Manager is responsible for ensuring that MIHR country programs operate in ways that are compliant with local law, USAID regulations, and Corus policies and procedures to maximize the effectiveness and efficiency of program delivery. S/he ensures that country offices comply with host government regulations and policies relating to registration, government reporting, and relevant NGO laws. S/he supports consistent application of Corus' finance and administration policy and procedures, including procurement, accounting, budgeting, internal audits, and human resources, supporting the development and/or revision of standard operating procedures where needed. The

position will be responsible for close collaboration and coordination with the project's finance and administration team as well as the organization's regional teams, Human Resources, and operations staff to provide support in compliance with local laws and with agency policies. In addition, this position will support MIHR's cost share management and tracking. As a member of MIHR's country support team, the Operations Manager will also provide surge support to new country start ups and coverage during staff absences.

Key Result Areas:

The success of this role is measured by the following KRAs:

1. Operations/Administration: Manage and collaborate with teams both within MIHR and Corus writ large as well as country programs to comply with organizational and USAID policies, rules, and regulations. Where policies and procedures require improvement or there are gaps, collaborate with relevant teams to develop SOPs, templates, and document processes/procedures.
2. Cost Share Management: Effectively track, monitor, and report on cost share including coordination with Corus' material resources team.
3. Programs Team Support: Serve as surge capacity to support new buy-ins as well as start-up and close out functions.

Roles and Responsibilities:

- Provide strategic, advisory, and management support with MIHR Program Managers and Finance and Administration unit, Chiefs of Party, Corus regional teams, and HR to identify and address operational challenges and issues (i.e., country registration, office rentals, training on policies and procedures, etc.)
- Develop and/or strengthen standard operating procedures and support roll out of procedures to MIHR countries
- Oversees forecasting of technical, operational, and staffing resources in coordination with MIHR's Finance and Administration team
- Coordinate with Corus' humanitarian response team on the provision of material resources to support MIHR country programs
- Coordinate with Corus regional teams and other departments on possible sources of cost share for the project. Work with project F&A team on monitoring and tracking cost share for MIHR.
- Provides surge support for new country start-ups and coverage during Program Manager absences
- Deploys to support start-ups and country programs as needed
- Document and effectively maintain all information regarding registration and lease decisions in coordination with regional teams
- Interact with project leadership to communicate lessons learned, alert them to issues/risks, and provide information in a timely manner
- As buy-ins prepare to close out, provide support to activities related to close out of the office and project
- Perform other duties as assigned

Supervisory:

1. Reports to the Country Support Lead/Director, Country Support for MIHR
2. This position is not expected to supervise any staff

Education & Experience:

1. Degree in a related field/discipline
2. At least seven (7) years of experience in international operations, with at least 5 of those years with an international NGO
3. Familiarity with USAID rules and regulations
4. French skills (written and oral) strongly preferred

Qualifications:

1. Previous work experience managing/supporting large and complex USAID-funded projects
2. Strong written and oral communication skills
3. Experience coordinating and negotiating with multiple stakeholders across different divisions/departments
4. Experience working on start-up or implementation in fragile contexts
5. Critical thinker with a can-do approach to problem solving and demonstrated effective interpersonal skills
6. Ability to meet short deadlines with quality deliverables

7. Demonstrated ability to adapt to fast-paced environments and work with multi-national staff
8. Familiarity with Microsoft Office Suite (i.e., Excel, Word, PowerPoint)

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance of at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus has a hybrid work policy, allowing 50 percent of work to be done remotely.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values of Inclusion, Disruptive, Interconnected and Agile.

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.
