**CONSERVATION INTERNATIONAL **

**STANDARD JOB DESCRIPTION**

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| **Job Title: Project Operations Director Job Number: Pay Band: Director**  **Career Track: Operations Job Family: Operations** |

Position Title: **GCF Project** Operations Director

Overtime Eligibility: N/A

Department/Program/ Location: Operations CI-Ecuador

Supervisor: Senior Operations Director CI-Ecuador

Co – Supervision: Project Lead

**SUMMARY**

The Ecuador Mangroves for Climate Project funded by Green Climate Fund (GCF) aims to Integrate mangrove benefits into coastal governance, reduce GHG emissions, and improve livelihoods through innovative partnerships in Ecuador. Over seven years, the project will undertake activities in the coastal and marine region to achieve sustainable climate impacts.

The GCF Project Operations Director leads and supervises the financial, and administrative functions of the project to support the efficient and effective operation of the Project. This position supervises the project’s financial, accounting, procurement, and grant management functions. As far as this project is part of CI-Ecuador portfolio, this position will report and coordinate closely with CI-Ecuador Senior Operations Director in financial related issues and will be co-supervised by the Project Director in project management ensuring that operations are integrated into and supported into the project design and implementation; in terms of HR management, this position will coordinate closely with CI-Ecuador HR manager to ensure the project leads and country leads have the timely and relevant financial information needed to make informed decisions. The GCF Project Operations Director ensures that donor and grant management policies and practices are adopted and implemented for the project. This position will work with the project Finance Manager to ensure proper project budgeting and financial management and offer strategic planning for adaptive management of the project’s complex budget, accounting and finances, which total $36.4million. They also supervise and provide strategic planning and troubleshooting for the project’s extensive procurement and granting. In addition to financial and grants management, the Project Operations Director oversees the project’s human and operational resources. GCF Project Operations Director will work with the Country Senior Operations Director and HR Manager to plan and implement recruitment and hiring in line with project implementation timelines, budget, and other needs.

This position ensures that project operation functions are efficient and effective and continually looks for improvements that improve efficiency, productivity, and operational capacity. The GCF Project Operations Director develops and implements guidelines and practices that align operation functions with the project’s budget and goals. They are accountable for ensuring the project’s operational functions are following CI-Ecuador, CI and donor policies and procedures and coordinates with the Program Operations Director to ensure compliance with local laws and regulations.

The GCF Project Operation Director reports to the Senior Operations Director of CI-Ecuador and is Co- Supervised by the Project Director and directly manages projects operations staff (including Finance/accounting Manager, Procurement Manager, and Grants & Contracts Manager), and duties are performed under limited, or as needed, supervision. The GCF Project Operations Director will also liaise with CI-Ecuador country office, regional divisions, global divisions of CI as needed as well as the CI-GCF Agency, the project’s GCF Accredited Entity (AE), based in Arlington, Virginia, which is responsible for project oversight and ensuring compliance with all GCF requirements and policies.

**KEY RESPONSIBILITIES**

**Financial Management**

* Provide financial and operational leadership in the implementation, and monitoring of project activities.
* Develop, update and monitor the project’s $36.4million budget Project Director throughout implementation manage project budget allocations in closely coordination with Senior Operations Director of CI-Ecuador and Technical CI-Ecuador team and other divisions and units within CI.
* Having closely management financial coordination with the Project Director, CI-Ecuador Senior Operations Director and CI-Ecuador Marine and Coastal Director.
* Ensure financial operations for the project are following terms and conditions of donor(s) agreement, CI-Ecuador´s policies and procedures, Conservation International’s policies and procedures and practices and local law regulations.
* Review and validate project budget worked with the project Finance Manager and ensure the project budget is managed in line with CI and donor requirements and consistent with project objectives
* Analyze project expenses on a monthly and quarterly basis to ensure expenses are allocable and appropriately charged to the Project, are following donor requirements, local law requirements, CI-Ecuador procedures and are in accordance with donor-approved budgets, in close coordination with the Project Director
* Review financial reports with Project Lead monthly, ensuring accuracy of reporting, compliance with Project budget, allocability of expenses.
* Assess cost-effectiveness of methodologies proposed by the project team, making recommendations as appropriate to contribute to project design.
* Prepare complex donor financial reports with the inputs of the Financial Manager and grants and procurement staff, ensuring alignment with technical reporting, these reports will be reviewed by Ecuador Senior Operations Director and approved by Vicepresident Operations AFD before submission to the Agency.
* Coordinate closely and provide information to CI-Ecuador finance and accounting as needed for audit purposes, desk reviews, UAFE´s requirements, other local law compliances.
* Responsible to oversight of VAT reimbursement processes in closely coordination with CI-Ecuador program
* Ensure the effective and efficient stewardship of CI’s financial resources.

**Human Resources**

* Work closely with CI-Ecuador HR Manager for guidance on Project people management issues including performance management, merit review, recruiting, staffing, and compliance with CI policy and local labor laws. Ensure supervisors receive guidance on all personnel issues.
* Advise project management in project staffing and strategic planning efforts, including adaptive management of project staffing plan and recruitment plan over the course of project implementation.
* Develop and implement capacity-building efforts and partner with project management and HQ to ensure staff are engaged and can deliver results. Identify and implement training needs in closely coordination with CI-Ecuador HR manager.
* Support field local labor law requirements as requested by CI-Ecuador HR Manager.
* In collaboration with the appropriate HR CI-Ecuador Manager, support completion of paperwork related to recruitment and hiring of Project staff.

**Project Management**

* Support the Project Director with effective, responsive, and timely support on project planning, implementation and monitoring.
* Provide to CI-Ecuador QPM meetings information related to project management, expenses, commitments, key financial results.
* As far as this project is part of CI-Ecuador portfolio, ensure compliance with all internal CI-Ecuador monitoring tool requested by CI-Ecuador team.
* Advise project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as necessary.
* Ensure and document that proper training is given to all project-related personnel in close coordination with CI Ecuador HR Manager, subawardees and contractors regarding CI and GCF integrity policies to ensure understanding of prohibited practices, conflict of interest, grievances and reporting mechanisms for the Project.
* Lead efforts to improve project efficiency and effectiveness. Recommend changes in project business processes and structure as needed.
* Provide timely documenting and communication of deliverables, milestones, and award compliance requirements to the Project Director, Project staff and CI-Ecuador staff.
* Maintain effective linkages between technical components, grants and finance and administrative functions within the project.
* Prepare requests to the AE and secure all required AE and donor approvals for contractual, budgetary, procurement, etc., ensuring all such requests and approvals are appropriately documented.
* Liaise with the AE on finance, administrative, and operations issues, and follow up on AE requests and concerns, in coordination with the Project Director and Steering Committee.
* Rigorous monitoring and reporting of the co-financing commitments for the project, in coordination with the Finance Manager and Project Director
* Assist in identifying and addressing issues of project financial and operational risk.
* Perform related duties as assigned.

Subaward management

* Provide leadership in the procurement and granting process to ensure proper planning, purchasing, awarding, and distribution of project products in compliance with donor requirements, CI policies and procedures, and project timelines and requirements
* Review and approve Project procurement plans and grants management plans prepared by the project’s Procurement Manager and Grants Manager in accordance with the donor-approved budget and all applicable CI and donor policies, procedures and requirements. Assure all required procurement approvals within CI and from the donor are timely secured.
* Review and approve, finalize, and administer sub-agreements, subcontracts, and other related project agreements prepared by project relevant Grants and Contracts staff
* In coordination with the relevant Grants and Contracts staff (CI-Ecuador and project staff), provide supervision to help ensure that grant sub-recipients are compliant with CI’s grants and contracts procedures and donor regulations and ensure that sub-grants are properly monitored by the project’s grant and contract staff, including financial reporting in accordance with proper accounting principles and donor requirements.

Administration

* Support the organization of Project-related workshops and events
* Support the opening of satellite offices as requested
* Local security focal point for the new offices
* Supervising to ensure the proper maintenance, use, and inventory process of Project assets by project staff
* Supervise designated project operational staff.

**PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES**

* This position directly supervises project operations staff, following CI-Ecuador Operations policies and procedures.
* Serve as a subject matter expert on project GCF operations.
* Manages the project GCF operation budget with the revision and approval of Project Director and closely coordination and supervision of CI-Ecuador Marine & Coastal program Lead, CI-Ecuador Senior Operations Lead.
* Accountable for managing public or private funds important to achieving CI objectives and audit compliance.

**QUALIFICATIONS**

* Third level degree or equivalent in Finance, Accounting & Business Administration.
* Post-graduate studies in finance / administration desirable.
* 6-8 or more years of direct work-related experience, preferable in non-profit sector.
* 7 or more years of experience supervising the work of others.
* Good proficiency in English written and spoken.
* Strong analytical skills.
* Strong communication and presentation skills including the ability to effectively convey complex details or technical information.
* Highly familiar with etiquette, protocol, and employing cultural awareness and sensitivity.
* Proven team player.
* Meticulous attention to detail, highly organized, ability to prioritize and multitask and meet deadlines in a fast-paced environment.
* Flexible and demonstrated problem-solving ability to address budget challenges and restrictions, given the long duration, large scale, and complex nature of the project
* Permanent residence in Guayaquil (life cycle of the project).

**WORKING CONDITIONS**

* Typical office environment.
* National travel might be required
* Ability to work extended hours to meet deadlines.

**JOB/CAREER FAMILY**

*For information about the career/job family associated with this position, see the Standard Job Description E-Library on the intranet.*

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| **Acceptance/Approval of Job Description** | | | |
|  | Name (please print) | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |
| Division Head |  |  |  |
| Human Resources |  |  |  |