

**Equal Access International
Operations Management Consultant
Job Description**

The Voices of Peace project is a 5-year, USAID-supported media messaging and communications cooperative agreement that will cover Burkina Faso, Chad and Niger, with an expansion to Cameroon in December 2017. The goal of the project is to amplify moderate voices of peace and tolerance as part of a broader effort to reduce vulnerability to violent extremism in the Sahel.

The Operations Management Consultant will be based in Niamey, Niger and may be required to travel to the other three program countries. This individual will oversee the implementation of all operations, including compliance, finance, budget management, sub-grant management, procurement, human resources, logistics, and security across the three countries in accordance with USAID policies and guidance, and Equal Access' own policies, as well as oversee long-and short-term operations staff and all consultants and partners. The Operations Management Consultant will report to the Chief of Party (COP). Equal Access is looking for the Operations Management Consultant to start in his/her position immediately. The consultancy will end on October 15, 2017.

Principal Duties and Responsibilities

Overall Management & Leadership

- Provides operational leadership to help the COP and CDs ensure that technical activities are delivered on time and within budget.
- Supervises and manages finance/admin, procurement operations, and sub-grants, in accordance with organizational policies and applicable laws.
- Supports recruiting, interviewing, hiring, training, and mentoring new operations staff.
- Provides overall project management for logistics and procurement, finance, accounting operations, and administration activities, supervising the Regional Finance Manager (RFM).

Finance, Compliance, Operations, & Administration

- Ensures compliance with USAID requirements, Equal Access' internal regulations and local laws and practices across project offices in Burkina Faso, Chad, and Niger.
- Reviews and oversees the preparation of timely and accurate financial reports, including preparation of monthly financial reports and donor reports in accordance with donor guidelines, with QuickBooks and NetSuite software.
- Develops and manages project budget. Conducts budget forecasting in collaboration with senior project staff.
- Oversees all project procurement and contracting, ensuring compliance with USAID requirements and Equal Access protocols.
- Supervises RFM's efforts to ensure that expense reports are properly submitted, and that all expenses are reasonable, allocable and conform to financial principles and guidelines.
- With input from appropriate project staff, maintains cash forecasting system to ensure adequate funds are available to execute project activities.
- Oversee all operations, instituting and managing systems and policies across the whole project.

Coordination

- Works closely with and provides mentorship to Regional Finance and Administration Director on finance, compliance, operations, and administration aspects.
- Provides relevant programmatic and financial data and analysis to inform results-based

programmatic decision-making.

- Develops and oversees maintenance of a project filing system for financial and administrative documents in both soft and hard copy.

Qualifications

- 5+ years of experience managing operations in West Africa.
- Degree in management administration or a related field.
- Previous experience on large USAID funded projects.
- Demonstrated understanding of USAID rules and regulations and accounting principles.
- Demonstrated ability to build the capacity and manage operations staff.
- Strong interpersonal skills and demonstrated pro-active approach to problem solving.
- Excellent written and oral communications skills; fluency in French and a working knowledge of English required.

About Equal Access

Equal Access International is a dynamic communications for social change non-governmental organization that combines the power of media with community mobilization to address the most critical challenges in the developing world. Each year we reach more than 90 million marginalized individuals and families with a variety of media and direct community engagement activities. Headquartered in San Francisco, our work spans the globe, with country offices in Afghanistan, Burkina Faso, Cameroon, Cambodia, Chad, Nepal, Niger, Nigeria, Pakistan and Yemen. Equal Access' priority areas of impact are Media Strengthening, Youth Life Skills & Education, Agriculture & Economic Development, Health, Peacebuilding, Women and Girls' Empowerment, Civic Participation & Governance and Human Rights. Detailed information about our organization and programs is available at www.equalaccess.org.

Interested applicants should send a cover letter detailing relevant experience, including a daily rate, along with a CV **no later than June 30, 2017**. Please respond to jobs@equalaccess.org with "Operations Management Consultant" in the subject line to apply.