

JOB DESCRIPTION :

Position :	Operations Manager
Reporting to:	Capacity Building Director
Date of Joining AWAM:	
Probation Period:	3 months
Contract Period:	1 year and subject to renewal on performance

Key Responsibilities

1. **Leadership:** Assist Capacity Building Director to provide leadership to a team of staff, executive committee, and members through consultative and transparent processes.
2. **Direction:** Assist Capacity Building Director to plan and chart the organisation's direction with staff and executive committee.
3. **Operation Management :** Assist Capacity Building Director for decision making and problem solving on daily operation tasks to ensure smooth operation of the organization.
4. **Networking and Membership Building:**
 - Assist Capacity Building Director to build, strengthen, and consolidate networks and coalitions involving various groups and agencies (local, regional, and international).
 - Led the recruitment of new members, update members database and provide capacity building and opportunities for members to grow and active involve in AWAM's work
 - Represent the organisation in public events, meetings, conferences, media events, interviews and articulate AWAM's position
5. **Human Resources:**
 - Assist Capacity Building Director to motivate and manage a team of staff, with a view to develop their capacity, skills, and knowledge as organisation staff, and feminist and human rights activists.

- Assist Capacity Building Director to regularly monitor and evaluate the progress of work and staff development against project plans and set indicators; and give appropriate feedback and guidance.

Detailed Description of Responsibilities

1. Human Resources

- 1.1. Recruitment:** Interview and selecting new staff in consultation with the Human Resource Committee and with the support of Admin & Operation team.
- 1.2. Staff appraisal:** Coordinate regular staff appraisal in consultation with the Human Resource Committee.
- 1.3. Leave:** Managing and approving staff leave.
- 1.4. Staff meetings:** Ensure that meetings are held regularly and a feedback system is in place.
- 1.5. Interns:** Plan and implement the internship programme with support of the programme team. This includes, ensuring that the organisation is supported by interns throughout the year, and supervising and mentoring interns to ensure that they have a learning experience at AWAM.
- 1.6. Policy :** Updating Policy aligning with current National laws from time to time as well aware with the latest updates.
- 1.7. LHDN & HRDC :** Handling matters related to LHDN (Lembaga Hasil Dalam Negeri) and HRDC (Human Resource Development Corporation)
- 1.8.** Any other matters related to human resource management.

2. Administrative and Finance

- 2.1.** To work closely with the Honourable Treasurer and relevant Committee together with Admin & Operation Officer to ensure that all programmes and activities are budgeted and fund are utilized within the budget.
- 2.2.** To monitor and inform the Honourable Treasurer or relevant Committee when budget has been exceeded or underutilized and to submit for approval by the Council Members.
- 2.3.** Any other matters related to Admin & Finance.

2.4. Coordinate and monitor Grants and financial reporting to donors

2.5. Led the stock and procurement of office items including office assets, merchandisers and stationaries

3. Management/Office Meetings:

3.1. To assist in planning and organising the following meetings:

- a. Annual General Meetings (AGM's)
- b. Strategic Planning Meetings (every 2-5 years,as necessary)
- c. Evaluation and Planning meetings
- d. Fundraising activities
- e. Retreats.

3.2. To guide, coordinate and attend the following meetings:

- a. Council Members Meetings.
- b. Staff Meetings.
- c. Committee meetings.
- d. Fundraising meetings and events.
- e. Major events such as the White Ribbon Campaign, International Women's Day, 16 Days of Activism Against Gender-Based Violence and or any events that may be identified.
- f. Any other relevant meetings or events of AWAM, as required.

4. Others:

1. To observe the followings:

6.1 To undertake any other tasks that may be assigned from time to time.

6.2 To practice the values of AWAM and promote a positive work culture.

6.3 To ensure cleanliness and tidiness of AWAM Centre and its surrounding at all times.

Requirements :

- Minimum Qualification Bachelor in Business Administration/Management/Human Resource/Finance or related field.
- At least 5 years and above of working experience in Operation Management with experience in managing finance is required. Working experience in an NGO (**Non Government Organisation**) is an advantage.
- Possess good knowledge in Human Resource Management and well versed in updated Employment Act and relevant policies
- Experience in handling LHDN and HRDC could be an advantage.
- Well versed in English and Bahasa Malaysia.
- Must be proficient in Google workspace and Microsoft Office