

# Operations Manager



## About More Than Me

More Than Me operates public schools as part of the Ministry of Education's Partnership Schools for Liberia (PSL) program. We support 18 partnership schools and over 150 teachers for the 2017-2018 Academic Year. At MTM, we believe that every child deserves to live in safety, with access to basic healthcare and a quality education. We work to support existing government schools and the MoE's goal to have a qualified teacher workforce. We work to have the most accurate data possible at our schools, so that we can target areas in our efforts that need the most improvement and continue to develop as an organization.

## Role Summary

The Operations Manager is responsible for the overall operations management of the organization which includes the management of the fleet (vehicles and motorbikes), logistics, warehouse and premises.

## Key areas of responsibility are described below:

### *Procurement*

- Ensure that all goods and services are purchased on time and that all prices are reasonable for the best quality,
- Conduct twice a year a market survey for office supplies, stationery supplies and select a preferred vendor,
- Ensure that all procurement requirements (requisition, bid analysis, purchase order...etc.) are always met,
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### *Logistics and fleet management*

- Ensure that all entities vehicles and motorcycles are well maintained and are in running condition (vehicle daily checklists are filled by drivers; complete servicing after 2500 kms...etc). work closely with the entity mechanic,
- Supervise both the cars' mechanic and the motorbikes' roving mechanics tasks
- Ensure that the assets register is regularly updated and that a control is performed at least twice per year,
- Calculate the monthly gasoline allowance for the field staff and follow to ensure that it is well received,
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### *Human Resources*

- Ensure that all staff personal file is up to date (contracts, policies, disciplinary letters and performance evaluation template are properly filed),
- ensure that all employees are registered at Social Security

### *IT*

- Work closely with the IT manager to ensure that all equipment are in good working condition,
- Ensure that a prompt response is given to the various needs from the field staff

**Required Qualifications:**

- Strong computer-based skills (proficiency in Microsoft Excel is especially important)
- Working knowledge of Google sheets is preferred
- Strong attention to detail
- Strong communication skills, especially in writing
- Willingness to learn quickly and adapt to challenging situations
- Willingness to travel into the field for work as needed
- Strong desire to improve public education in Liberia
- Commitment to uphold More Than Me's culture to be relentless, honest, positive; and to embody love

**Location:** More Than Me office in Budget Bureau, Monrovia, Liberia

**Salary and Benefits:** Competitive salary and associated benefits

**Contract Details:**

- 12-month contract with option to renew
- 3-month probationary period
- Expected start date is February 1 2019

**Application Requirements:**

Apply to work at More Than Me by submitting your resume, cover letter and 2 professional references via email to [careers@morethanme.org](mailto:careers@morethanme.org), no later than **December 15, 2018**. Please use the job title as the subject line of the email.