

POSITION ANNOUNCEMENT

HEAD OF OPERATIONS, ILRI ADDIS ABABA CAMPUS

Ref: HO/ADD/02/2009

The International Livestock Research Institute (ILRI) helps reduce poverty, hunger and environmental degradation by enhancing animal agriculture in developing countries, working in partnership with organisations in developing countries. ILRI's headquarters is in Nairobi, Kenya, with a second principal campus in Addis Ababa, Ethiopia. For more information on ILRI and details of the position, please visit the website on www.ilri.org

ILRI is seeking to recruit a **Head of Operations** for its ILRI-Addis Ababa campus. This campus provides a hub for five broad programmes in ILRI as well as other programmes from 10 international partner organisations hosted within the campus.

The Head of Operations will be responsible for the overall effectiveness and efficiency in provision of operations required by the ILRI Programmes and hosted institutions in Addis Ababa. The staff complement from ILRI staff and hosted institutions is 300 with an annual budget of about US\$ 15 million. The incumbent plays a key role in public relations including liaising with the authorities, international organizations, donor organizations and other partners in Ethiopia. S/he reports to the ILRI Director of Finance and Operations and works very closely with the Director General's Representative for Ethiopia, Addis-based Theme Directors, Project Leaders and other research staff and works in coordination with counterparts at ILRI headquarters in Nairobi. S/he is expected to contribute to the improvements to the overall finance and administrative function at ILRI-wide level. This is a service platform for international agricultural research for development. It is a growing operation with more partners expected to join in the coming years.

Specific responsibilities include:

- Leading the service units (Finance, Engineering, Transport, Housing, Catering & Conferencing, Procurement & Stores, Liaison & Travel, Security) by evaluating needs and risks, managing the planning process for the various functions/units, ensuring appropriateness of policies, fostering continuous improvement and innovation and interfacing with internal and external stakeholders.
- Managing service delivery from the various units by setting standards, ensuring compliance, reviewing processes, seeking feedback from customers, solving problems and managing external providers.
- Managing material and financial resources, including facilities and assets, by planning long-term needs, managing the operational and capital budgets of the units, approving expenses, ensuring assets are safeguarded and properly utilized.
- Providing support to the Director of Human Resources and the Human Resource Office in Addis Ababa.
- Assisting the DG's Representative in Ethiopia in his public relations and liaison activities. Act on his behalf in his absence. Advising him on relevant developments.

Key Professional Skills, Competencies and Position Requirements:

- Bachelor's degree in related field (for example Engineering, Finance, Management, Commerce) as a minimum. A Master's degree(MPA, MBA) is preferred
- Experience in international, multi-cultural settings preferably in Africa.
- Experience in :
 - managing service functions
 - leading and managing diverse teams
 - managing budgets and staff
 - managing change processes
 - dealing with government counterparts and other external partners
- Excellent interpersonal and communication skills – verbal and written
- Excellent planning and organizational skills
- Demonstrated leadership abilities

- Good people management skills
- Innovative problem-solving
- Self-motivated with sound judgment and sensitivity to cultural diversity
- Interest in management information systems

Terms of appointment:

Initial appointment is for three years with the possibility of renewal, contingent upon individual performance and the availability of funding. ILRI offers a competitive remuneration package paid in US dollars.

Applications:

Applicants should send a cover letter, *curriculum vitae* and the names and contact details of three professional referees to the Human Resources Office, ILRI, P.O. Box 30709, Nairobi, Kenya; Telephone: 254-20-422300; Fax: 254-20-4223001; e-mail: recruitoperations@cgiar.org Please indicate clearly the title and reference number of the intended position.

Screening will commence by 15th March 2009 and will continue until the position is filled.

*ILRI is an equal opportunity employer.
Qualified women and professionals from developing countries are particularly encouraged to apply*