



CAREER OPPORTUNITY

OPERATIONS MANAGER

St John Ambulance is a first aid and health charity organization incorporated in Kenya under the St John Ambulance of Kenya Act, Cap. 259 of the laws of Kenya with mandates to provide emergency medical care and promote charitable works aimed at reducing human suffering and to provide technical support to the medical services in the country among other functions. The organization is looking to hire an **Operations Manager** who will serve at the headquarters office.

JOB RESPONSIBILITIES

1. Regions Management

- Ensure accountability for resources, support, budgets and achievements of financial performance of the regions liaising with all Heads of Departments.
- Develop appropriate frameworks and monitoring processes for all aspects of Regional Executive Officers' performance and adherence to all policies.
- Provide leadership and create a conducive working environment for employees to excel enhancing St John values while promoting respect, transparency, excellence among others.
- Develop and build on existing commercial services identifying opportunities for growth, partnerships, innovations and diversification to enhance revenue generation streams and improved service delivery.
- Execute strategies that drive greater integration and efficiencies between the Regions, Volunteers and Staff.
- Establish value adding working relationships and networks with County Governments.
- Support Regional Councils in the implementation of strategic decisions, ensuring that members are appraised about issues to enable informed decision making in line with St John vision and high standard of internal governance.
- Ensure smooth running of the day-to-day regional operations, safeguarding assets and complying with all County and National Government regulations and bylaws.
- Ensure that Regional Councils have active members and meet quarterly.
- Ensure regular Management Reports are available for each Region.
- Ensure proper co-ordination and implementation of the activities of all the Regions.
- Perform risk analysis for all the Regions and develop mitigation strategies.

2. Procurement

- Ensure accountability for the organization's supply chain strategy and its execution, formulation and updating of existing procurement policies, processes and procedures, and monitoring their implementation.
- Lead in the negotiations, preparation and execution of all procurement contracts, agreements, MOUs.
- Develop and manage long-term supplier relationships to deliver cost savings and high quality service.
- Provide leadership and guidance in management of the procurement function with a focus on ensuring cost-effectiveness and efficiency.
- Work with all departments to ensure centralized procurement and develop annual procurement budgets and plans.
- Perform risk analysis in the entire supply chain and develop mitigation strategies.
- Any other duties allocated by supervisor or any person in authority.

QUALIFICATIONS



St John

- Degree in Supply Chain Management, Procurement, Business Administration, or any related fields.
- 6+ years' experience in a similar role with at least 3 years at management level.
- Proven experience in procurement.
- Ability to assess and manage risks ethically.
- Strong analytical and planning skills.
- People management, leadership, development and decision making skills.
- Exhibit high level of influencing, negotiation and networking skills
- Ability to resolve conflicts.
- Excellent presentation, oral and written communication skills.
- Experience working in a NGO will be an added advantage.

APPLICATION PROCESS

Qualified and interested applicants are invited to send an application letter and a curriculum vitae **quoting the job title on the subject line** to recruit@stjohnkenya.org by **2nd December 2022**. Candidates are required to **state salary expectations in the application Letter**. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.