

## **Job Vacancy Operations Manager**

ASEAN Parliamentarians for Human Rights (APHR) is a network of progressive current and former lawmakers in Southeast Asia who use their unique position to promote human rights and democracy in the region.

The APHR Secretariat is looking for an Operations Manager to join its team, to be based in Jakarta, Indonesia.

### **Primary Duties and Responsibilities:**

The Operations Manager will be supervised and report directly to the Executive Director. She/he will work closely with the Finance Manager and Operations team to support the effective and efficient management of operations, human resource management, and procurement within APHR.

### **Operations Management**

- Ensure strategic direction and planning of operations and support project management processes.
- Support the effective security management within the organisation.
- Support the effective information management within the organisation.
- Contribute to the improvement of APHR Operations Manual and SoPs.
- Provide timely advice and inputs on operational, procurement and human resources guidelines and procedures.
- Supervise the Operations Officer in the effective and timely execution of operational plans and support to APHR Board and staff.

### **Human Resources Management**

- Provide regular advice and support to APHR staff on personnel matters and staff development including resolution of staff issues.
- Provide advice on the APHR staffing structure and staff policies.
- Oversight of project recruitment processes in accordance with recruitment procedures.
- Coordinate and support recruitment of all international consultants and contractors.
- Ensure proper induction of incoming/newly-recruited project staff and consultants.

- Maintenance of proper performance appraisal and annual goal setting of APHR staff.
- Compliance with APHR human resources policies and strategies and maintain confidentiality of personnel records.

### **Procurement and Asset Management**

- Oversight of procurement processes and maintain compliance with procurement SoPs including development and improvement of procedures and templates.
- Events management and logistical support to APHR staff in the conduct of workshops, missions and meetings.
- Proper management of APHR assets, facilities, and logistical services.
- Management of contracts and contractors in accordance with APHR rules and regulations in close collaboration with the procurement units of APHR donors.

### **Office Administration**

- Maintain and compile the organization legal documents including Article of Association, domicile letter, Tax ID, etc;
- Provide support to the legal registration of APHR as directed by the Executive Director;
- Prepare staff salary slip for Executive Director's approval;
- Manage and monitor lease agreement and corporate agreements with travel agent, courier service and other third parties; and
- Any other relevant responsibilities as requested by the Executive Director.

### **Skills and experience:**

- Related bachelor's degree.
- Five years of relevant experience at the national or regional level in providing operational, human resources, and project management support.
- Experience in the use of computers and office software packages, experience in handling web-based management systems.
- Experience in operational/administrative support to parliamentarians and national parliaments is an asset.
- Excellent management skills with good understanding of relevant cross-cultural issues.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work independently and cooperatively with team members.
- Fluency in English, both written and verbal. Proficiency in at least one ASEAN language (desired).
- Commitment to the objectives of the organisation.

**Working Conditions / Salary and Benefits:**

The position will ideally be based in Jakarta, Indonesia and will work remotely.

APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to respond to developments and when on missions. Days in lieu will be provided for non-standard workdays.

Competitive monthly remuneration package including comprehensive health insurance, social security and communications allowance.

**How to apply:**

Deadline for applications: **Friday, 30 December 2022**. Send your CV/resume and cover letter to [jobs@aseanmp.org](mailto:jobs@aseanmp.org) with the subject heading “**Application: “Operations Manager”**”.

Apologies in advance that only shortlisted candidates will be contacted.

*APHR is committed to diversity and inclusion within its workforce and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.*

\*\*\*