

Operations Manager (f/m/d) (100%)

Time Commitment: 1 year with the option to extend

Location: Ioannina, Greece

About the Organization and the Project

Be Aware And Share (BAAS) is an independent non-profit organization that supports people in need and contributes to social inclusion. Founded in 2015 in Switzerland, BAAS is primarily engaging in working with people on the move in Europe. Currently, the organization is mainly focusing on its Community Center in Ioannina, Greece where a variety of services are offered to people on the move. BAAS also carries out awareness-raising activities in Switzerland. All BAAS work is financed exclusively by donations.

Job description

Are you passionate about fighting for a more socially just and integrity-based society for people on the move? We are seeking a dedicated Operations Manager who ensures the smooth and efficient running of our operation in Greece. In this dynamic role, you'll oversee project implementation, manage human and financial resources, take the lead for strategic steering, handle logistics, establish and maintain a comprehensive risk management system and support the project team in delivering high-quality services to people on the move. Your leadership will help BAAS navigate the complexities of humanitarian work and drive our vision forward. You will be the key link between the operations in Greece and the organization in Switzerland, responsible for driving the Greek legal entity of BAAS and ideally acting as its legal representative. The Operations Manager reports to the Executive Board and the Sync Meeting of Be Aware And Share.

Main responsibilities

- Guide the strategic development of the project in alignment with the organization's goals
- Handle all tasks related to the Greek legal entity and ideally act as its legal representative
- Manage and support project team promoting a positive work environment
- Ensure sustainable human resource management, incl. recruitment processes
- Establish and maintain effective monitoring and evaluation systems as per donor requirements
- Conduct regular risk assessments, implement mitigation strategies, and ensure the safety of operations for staff, participants, and the organization
- Ensure adherence to organizational policies and carry out regular policy reviews
- Assist in the preparation and management of the project budget, ensuring financial accountability and sustainability
- Act as Safeguarding Officer for incident management and compliance
- Build and maintain relationships with local partners, stakeholders, and communities to enhance project effectiveness and outreach
- Manage all logistical aspects, including apartments, transportation and related resources

Requirements

- Minimum 3 years of experience in operations management, preferably within the humanitarian or NGO sector
- Proven track record of managing projects effectively
- Strong understanding of logistics, budgeting, and compliance in non-profit operations
- Familiarity with data management and reporting systems
- Excellent leadership and team management abilities
- Ideally knowledge of Greek legal entities or experience with legal entities in other contexts
- Knowledge of project cycle management, including project identification, planning, implementation, monitoring, and evaluation
- Ability to work sensitively and effectively in diverse cultural contexts
- Strong organizational skills and attention to detail
- Demonstrated experience in building and maintaining networks with local and international partners
- Flexibility, especially with regard to working hours, areas of responsibility and contextual changes
- Excellent written and spoken communication and editing skills (English required, Greek desirable, German, French, Arabic, Farsi are assets)
- Drivers license category B, manual transmission and willingness to drive in Greece

What we offer

- Financial compensation according to NGO standards
- Wide scope for independent work structure and participation in organizational development
- Access to diverse networks and partnerships
- Comprehensive training and introduction to the project and the organization
- The opportunity to take on a responsible position in a committed and dynamic team and to make a crucial contribution to the realization of the BAAS operations in Greece

We look forward to receiving your application with a letter of motivation, CV, certificates and references by **17 November 2024** to board@beawareandshare.ch. BAAS cannot assist in obtaining visas.

If you have any further questions about the position or the organization, please contact board@beawareandshare.ch