



JOB DESCRIPTION

Strategic Operations Manager

I. JOB IDENTIFICATION

Job Type: Administrative

II. MISSION

The Strategic Operations Manager reports to the Representative and supports the IICA Bahamas Delegation with coordination, planning, monitoring and financial follow-up on the technical cooperation activities implemented by the Delegation.

III. RESPONSIBILITIES

1. Ensure IICA Bahamas' strict adherence to IICA processes of financial and legal planning, monitoring and evaluation.
2. Assist in the planning, execution, and follow-up of technical cooperation in accordance with directives emanating from Mid Term Plan, country strategy and any other that corresponds.
3. Provide technical support and facilitate processes for the design of policies and programs that promote agriculture and rural development.
4. Reconcile the Delegation's and Projects' monthly and annual accounts and prepare the requisite budget/batch reports.
5. Manage all financial transactions of the office, keep accurate and up to date records of budget account expenditures and balances. Prepare entries related to the computerized accounting system, monthly reports, cash flows and bank reconciliations. Provide timely reconciliation of charge advice and monthly reports received from the Finance Division at Headquarters.
6. Ensures compliance with IICA's administrative, personnel, financial, accounting, purchasing, auditing norms, and legal regulations, manuals and procedure.
7. Enhance IICA Bahamas Delegation's institutional partnerships, joint programs and networks among key stakeholders.
8. Support daily operational activities of the IICA Bahamas Delegation.
9. Assists with processing of agreements (including Letters of Agreement - LoAs and Memoranda of Understanding - MoUs).
10. Reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.



11. Prepares various written outputs, e.g. drafts background papers, analysis, sections of reports and studies, inputs to publications.

IV. JOB PROFILE

1. Career

Specialized Degree in Legal, Financial, Accounting highly preferred.

2. Academic Degree

Bachelor's Degree in Business Administration.

3. Experience

From 2 to 4 years.

Areas of expertise:

4. Languages

English.

Spanish (Basic).

5. Computer skills

Computer knowledge of SAP, MS Office, Teams, Zoom tools and use of Google Apps.

V. REQUIRED KNOWLEDGE

Identifying external resource opportunities and designing national and regional projects that respond to those opportunities and requests for proposals.

Implementation and delegation operations and draw attention to any problems and deficiencies.

Forging and fostering strategic relationships with Government of The Bahamas, International Organizations, and resource partners.

VI. SOFT SKILLS

Collaboration and Interpersonal Skills

Ethically Driven

Effective Communication

Critical Thinking

Team Player

Candidates may present their offer of services from **April 23 to April 30, 2024**. To do so, they must send their CV to the following email vacan05.2024@iica.int