



WWF BHUTAN PROGRAM POSITION DESCRIPTION

Position title: Director, Operations
Reports to: Country Director

We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example..

We are driven by the **WWF Core Values**:

Courage: We demonstrate courage through our actions, we work for change where it's needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet which is our home.

Respect: We honor the voices and rights of nature and people, and we work to secure a sustainable future for both.

Integrity: We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on local knowledge and science to guide us and to ensure we learn and evolve.

Collaboration: We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

Major Function

In close collaboration with the Country Director of Bhutan, this position delivers a business strategy to strengthen the operations of the office. Responsible for planning, coordinating, and overseeing all operational processes and functions including planning, budgeting, financial management, accounting, revenue contracts management, contracting for the office and human resources. Identifies and evaluates financial and organizational risk and implements procedures to avoid or minimize its impact.

This position is in charge and manages the WWF Bhutan's Operations (Finance, Accounting, Human Resources, Donor relationships, grants, etc), ensuring compliance with the WWF-US policies and procedures and local requirements, identifying potential risk, and facilitating its resolution.

I. **Duties and responsibilities:**

1. ***Strategic planning***

- In collaboration with the Conservation Director supports the Country Director in providing strategic directions for the office as well as for taking forward its strategic plans.
- Leads in shaping WWF Bhutan's overall business/operations strategy and accordingly assess the organizations performance.
- Ensure strategic decisions are in compliance with networks safeguards and other standards.

2. Finance

- Leads the annual planning and budgeting process ensuring plans are integrated and aligned with the country 5-year strategic plan.
- Support the country Director & Executive Team on the development of a multi-year financial sustainability plan that generates and secures a diversified funding pipeline and a well-managed cost recovery approach to support the Country and strategic core structure.
- Manages the accounting and financial function and ensures all internal controls are in place.
- Prepares and monitors all budgeting activities

3. Agreements

- Reviews the terms of all donor agreements and monitors compliance with reporting requirements and deadlines.
- Assists in the development of funding proposals and reviews budgets, to follow WWF's and donor guidelines
- Direct the preparation and management of, grant and consulting agreements
- Supervise and review the status of all grant budget and expense activity and provide guidance and recommendation for corrective actions, as necessary.
- Supervise the organizational assessments of grantees, evaluating the effectiveness of systems and recommending procedures for improved efficiency. Provide technical advice in these areas and implementation as appropriate.

4. Human Resources

- Lead the HR strategic planning and HR needs analysis.
- In alliance with Headquarters'(HQ) HR Business Partner (HRBP),Direct HR function by implementing HR strategy covering all of HR management, including
 - Recruitment (talent acquisition),
 - Onboarding (local and HQ)
 - Learning and Development (plan, implement, and secure budgets),
 - Compensation Strategy: work with HRBP in HQ to appropriately level jobs, update salary ranges, make equity analysis and determine merit increases
 - Performance Management (implementation and follow up based on HQ's process)
 - Retention Initiatives,
 - Succession Planning,
 - Employee Relations and Separation Processes
 - HR Transactional/Administrative tasks.
- Responsible for managing and maintaining up to date all personnel data in WWF-US's Human Resources Information System (HRIS)- Workday, including Employee Hires, Job Changes (promotions, position modifications etc), Compensation Changes and Terminations.

- Responsible for the compliance of WWF-US employment policies and local labor laws. Serve as a liaison between local labor law advisors and HQ HRBP and General Counsel Office.
- Respond to staff inquiries, requests for information on human resources policies and procedures.
- Responsible for leading locally all HQ's initiatives and training: Global Harassment, Fraud and Prevention, Cyber-security, Safeguards etc

5. *Compliance*

- Ensure WWF Bhutan staff and other relevant stakeholders have a thorough understanding of WWF administrative and financial systems to ensure all WWF-issued agreements and business are processed timely and in accordance with WWF policy and procedures.
- Ensure compliance with WWF policies and all HO and local labor practices.
- Manages external and internal audits and ensures proper follow up of findings

6. *Partnership and relationship management*

- Develops and offers collaborative frameworks, organizational structuring and communication platforms to both internal and external stakeholders.
- Develops productive working relationships with stakeholders and partners.
- In collaboration with the Conservation Director, provides strategic directions for partner engagement, donor relations and stakeholder management.

7. *Other Duties and Responsibilities*

- Provide administrative line management and mentorship to all Operations staff and facilitates reporting to WWF Bhutan's Executive Team
- Undertakes other tasks as requested and agreed with the Country Director

II. Working relationships:

Internal: The Director, Operations will have to work closely with WWF staff daily

External: Maintain close interaction with the WWF US Country Office Unit and relevant colleagues of the WWF network, and with entities associated with WWF Bhutan's work within and outside the Government, including conservation partners.

IV. Minimum Work Requirements:

Knowledge: A minimum of a Post Graduate degree in Finance, Economics, Human Resources Management, Public policy, Development Studies, or in a relevant field.

Experience: Minimum 12 years of similar work experience is required, of which at least 3 years should have been in a managerial function. Candidate should be able to work independently - with minimum supervision and guidance from supervisors.

Travel: Willingness to travel for official duties.

