

Job Description			
Job title	Operation Team Leader	Department	Operation
Job holder		Job code	
Job type	Full time	Pay band	
Line manager	Associate Team Leader – Watoto Ministries		
Job aim	To provide strategic leadership, oversight and support to effective and efficient administrative processes that facilitate the achievement of the Watoto's vision and mission.		
Direct reports	As line manager	As countersignatory	

Duty and standards – measurable in terms of time, cost, quality or quantity. List is not to be regarded as exclusive.

Duty 1 (10%)	<p>Strategy and policy development</p> <ul style="list-style-type: none"> Contributes to the development of Watoto's strategic vision and mission for Watoto Ministry Leads in the design and formulation of administrative policies in HR, IT, procurement, facilities maintenance and Assets management Ensures standard operating procedures and forms for HR, IT, procurement facilities maintenance and assets management Responsible for formulating HR, IT, procurement, facilities and assets strategy for Watoto Keep up to date with administrative processes in areas of HR, IT, Procurement, Facilities, Operations, and Legal and advise the leadership team on compliance and risk mitigation
Standards	<ul style="list-style-type: none"> Up-to-date strategic plan Up to-date Policies for HR, IT, procurement facilities maintenance and assets management Up-to-date standard operating procedures for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management Strategies for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management Risk mitigation strategies for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management
Duty 2 (15%)	<p>Develop and implement operational plans</p> <ul style="list-style-type: none"> Leads the formulation of annual operational plans and budgets for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management to align with the ministry strategy and priorities. Ensures effective implementation of operational plans for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management Monitors implementation of operational plans for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management and ensures effective delivery of results
Standards	<ul style="list-style-type: none"> Annual work plans and budgets for HR, IT, Procurement, Facilities maintenance and Assets & Logistics management Timely implementation of activities
Duty 3 (15%)	<p>Manage Human Resources Planning, recruitment, development and retention</p> <ul style="list-style-type: none"> Responsible for the recruitment and retention of qualified staff for the Ministry based on the approved budget Provides guidance to team leaders with the selection process for apprentices, interns and volunteers based on Watoto policies. Ensures that Watoto's human resources management systems are effective and consistently applied across the Ministry Ensures appropriate level of capability is developed through effective resourcing and development plans Coaches and mentors line management to deliver to the highest performance Ensures annual and long term learning and development plans are developed and implemented Ensures employee records are well maintained in accordance with human resource best practice Assist senior and line managers by providing them with expert guidance to understand and implement policies and procedures in order to ensure consistent approach and application
Standards	<ul style="list-style-type: none"> Annual HR plan Annual Learning and Development plan in place Competent and motivated staff retained by Watoto Line managers deliver best practice HR Up-to-date personnel files securely maintained

Duty 4 (15%)	Planning for Procurement and disposal processes <ul style="list-style-type: none"> Ensures that the annual procurement plan is developed based on market research to deliver value for money for Watoto ministries in liaison with team leaders based on the approved budget Maintains an authentic list of prequalified supplier of goods, services and work and enforces compliance Establishes procurement performance indicators and milestones to be used in monitoring and assessing progress in the quality of procurement Ensures that all procurement and disposal processes are carried out in accordance with the procurement plan as approved by the Church Council
Standards	<ul style="list-style-type: none"> An up-to-date procurement plan developed and updated Cost savings realised with minimum of 10% of the value of annual procurements of supplies and services and works Up-to-date list of prequalified suppliers of goods, services and works
Duty 5 (15%)	Manage facilities maintenance <ul style="list-style-type: none"> Ensures proper design and costing of maintenance projects building projects Ensures routine maintenance, renovation and repair of buildings of Watoto as per established plans
Standards	<ul style="list-style-type: none"> Facilities and equipment well maintained at all times Value for money
Duty 6 (10%)	Assesses and logisticis management <ul style="list-style-type: none"> Develop recommendations related to the asset portfolio profile, deployment and redeployment, acquisition and disposal of specific major assets Develop comprehensive plan for asset acquisition/disposal Ensure that all assets of Watoto Ministry are in good conditions and secured Ensure the safety and security of Watoto Ministries
Standards	<ul style="list-style-type: none"> An up-to-date acquisition and disposal plan Assets and equipment well maintained An u-to-date assets register
Duty 7 (5%)	Human resource management and development <ul style="list-style-type: none"> Identify, develop and manage the performance of staff to ensure that people with the right skills and motivations to meet the ministry needs are in the right place at the right time. Proactively build and align team members, capabilities, and resources for achieving ministry objectives. Ensures new staff in the department are properly oriented and performance standards well explained Ensures all staff in the department have clear performance standards and are appraised a per the human resource policy Trains, coaches and mentors staff in the department to deliver high performance Prepares a schedule of annual leave appropriately and ensure adequate security cover at all times <p>Establish effective relationships across all functions.</p>
Standards	<ul style="list-style-type: none"> Staff performing to the expected standards Work plans accomplished as per the schedule <p>Staff appraisals completed in time and feedback given</p>
Duty 8 (5%)	Preparation of Reports on projects and Activities <ul style="list-style-type: none"> Prepares Reports in line with the organization's reporting guidelines to management Regularly reports on key activities and issues to Leadership Team
Standards	<ul style="list-style-type: none"> Timely submission of reports

Person specification

	Core competencies: These are skills, behaviour and work related attributes which are considered essential for all staff regardless of their function or level This criteria will be used as part of the performance management purposes	Expert (E) or Competent (C) or Aware (A)	How criterion will be measured
	Leadership and strategic thinking Sets direction for the organization and inspires others to embrace the same direction.	Expert	Application, Interview, performance appraisal
	Policy and Strategy Development Plays a lead role in identifying the need for new policies or the review of existing policies and either develops the policies or oversees their development and implementation by others.	Expert	Application, Interview, performance appraisal

	<p>Visioning Has the ability to align strategy to the organization vision, anticipate possible future events and developments; sets clear direction for the team and spearheads in attain the vision both as a shepherd and as a steward</p>	Expert	
	<p>Strategic Management Can visualize the strategic direction of the Institution /Agency and turn this into concrete strategic proposals and action plans. Can also share the strategy and coach others in its attainment and monitor business operations to ensure that they remain in line with strategy.</p>	Expert	Application, Interview, performance appraisal
	<p>Analytical Skills Is able to undertake highly complex analysis, interpret the outcomes and generate reports/summaries that support decision making. Seizes all available opportunities to disseminate the outcomes through approved channels and audiences.</p>	Expert	Application, Interview, performance appraisal
	<p>Problem solving and decision making Has sound judgment and is able to evaluate the information on hand and make quality and impactful decisions in a timely manner. Takes a lead role in strategic decision making and is often consulted by senior management before key decisions are taken</p>	Expert	Application, Interview, performance appraisal
	<p>Budgeting and Financial Management Has sufficient skill to successfully manage financial aspects of own area of work for instance budgeting and budgetary control.</p>	Competet	Application, Interview, performance appraisal
	<p>Negotiation and Influencing Skills Relates well with peers, subordinates and third parties. Operates effectively as a member of a negotiation team and contributes to the achievement of favourable results for the organization</p>	Competent	Application, Interview, performance appraisal
	<p>Diplomacy Has well developed diplomatic skills; is able to handle conflict situations or put forward own point of view without causing offence. And applies diplomacy consistently to all aspects of work and personal conduct.</p>	Competent	Application, Interview, performance appraisal
	<p>Teamwork and Interpersonal Skills Relates well with peers, subordinates and third parties. Has a balanced approach to human relationships and works well in a team.</p>	Competent	Application, Interview, performance appraisal
	<p>Visioning Able to lead and engage the team in strategy generation, spearhead transformational programmes by providing clear direction, leadership and in structure and systems</p>	Competent	Application, Interview, performance appraisal
	<p>Performance management Is able to interpret organizational goals into departmental and individual goals, define standards of performance and ensure that officers under him/her meet such standards. Is able to coach others on performance standards.</p>	Expert	Application, Interview, performance appraisal
	<p>Resource Management Demonstrate high degree of resource management and thinks in terms of value addition, best effort and ensures all applicable procedures are used in acquisition ,management and disposal of resources</p>	Expert	Application, Interview, performance appraisal

	<p>Human Resource Management and Development Able to effectively apply Human Resource Management and implement Human Resource policy and procedures in the organization; provide staff with development opportunities and sets appropriate standard for performance</p>	Competent	Application, Interview, performance appraisal
	<p>Planning and management Fully versed with the organisation's implementation priorities and is able to plan activities in own areas of work and implement to the required standards. May be called upon to support Ministry wide planning activities and participate in monitoring and evaluation</p>	Competent	Application, Interview, performance appraisal
	<p>Risk management Able to anticipate potential risk and minimize the possibility of occurrence. calculate the risk and understand probability of success, benefits and consequence of failure</p>	Competent	Application, Interview, performance appraisal
	<p>Creativity and innovation Demonstrate high capabilities to generate new valuable ideas and using them to develop new or improved procedures, systems or services and products. Provide innovative solutions in work situation. Display a high level of innovative strategy into new approaches to problem identification and solution</p>	Expert	Application, Interview, performance appraisal
	<p>Communication and report writing Is able to review and analyze complex documents, prepare and make high quality presentations and /or produce high level technical reports, strategic plans, budgets, financial reports, etc. Is able to prepare quality speeches, executive briefs, cabinet memos and run presentations to third parties, e.g. the management team, Deacons teams and Church Council, etc</p>	Expert	Application, Interview, performance appraisal
	<p>Technical Competence Completely understands all aspects of planning and project management and can execute successfully. Serves as a point of reference for others in procurement. Is able to coach and mentor others.</p>	Expert	
Educational qualification and experience			
	<ul style="list-style-type: none"> • MBA, Masters in Economics, Management, • 10 years of working experience in a large organization in a similar role • Computer literacy in MS office, MS project and database management • Management information system 		Application, Interview
Other skills and attributes			
	<ul style="list-style-type: none"> • Must be a committed Christian • Must be willing to live up to the organisational values • Must be able to present themselves confidently • Should be a good communicator, able to write and present analytical and informative reports 		