



Terms of Reference: Operations Manager, PeP

The Operations Manager drives the operational performance of the program while maintaining a diligent overview of the program's finances. You will report directly to the Team Lead - Pacific eLearning Program and Catalpa's Finance Manager.

Key activities will include:

- Reporting to the Team Lead, take responsibility for day-to-day operational support to program activities including procurement and contracting, performance monitoring, logistics and systems.
- Under the guidance of Catalpa's Finance Manager, take responsibility for the program's financial record keeping, reporting, budgeting and compliance obligations, whilst minimising fiduciary risk and avoiding fraud.
- Ensure we are following compliance and contractual obligations including; travel and security policies, asset management, and **anti-corruption and fraud, and beyond.**
- Coordinate the operations and logistic requirements for the team across the Pacific region, providing advice and guidance where needed.
- Organise all travel planning and requirements before, during and after travel.
- In collaboration with the Team Lead, monitor and manage risks to program implementation,
- Coordinate the preparation and implementation of procurement and contracting arrangements with sub-contractors / service providers.
- Ensure effective working relationships with PeP partners and stakeholders.
- Seek opportunities for innovative operational processes through periodic review of the procurement, contracting, financing, information technology, human resources and administrative procedures.
- Engage and contribute as an active member of the PeP team, supporting the Team Lead, Technical Director and team as a whole.
- Collaborate and support the Catalpa Finance and Operations team, contribute ideas for improvement and assist with the operational and financial duties of other projects where required.
- Perform other duties as required.