



WWF

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2014

The Smart Fishing Initiative (SFI) is one of WWF's 13 Global Initiatives that strives to protect and restore marine biodiversity and ecosystem health through making large-scale commercial fishing around the world sustainable.

WWF Global Initiatives are aimed at bringing the combined resources of the global conservation organization together around shared priorities. They help bring about transformational change which involves a sustained shift in behavior of key sectors of society that reduces a threat or driver.

The Smart Fishing Initiative based in Hamburg, Germany, is now for a full time, limited until June 30<sup>th</sup> 2017 qualified and motivated

## Senior Operations Manager (m/f)

### Job Description:

The Senior Operations Manager will be responsible for the budgeting of the overall SFI program. The Senior Operations Manager will establish a Monitoring and Evaluation system and be responsible for the quality management of the SFI program and projects, and for all technical and financial reporting in close cooperation with the Core Team technical leads. Preferably place of work is Hamburg, other options are basically possible.

The position will make a crucial contribution toward delivery of the SFI's global goals and objectives:

- Provide SFI Core Team financial overview/budgeting and ensure spending targets are met
- Establish an appropriate process quality management system and Monitoring & Evaluation that meets the needs of the SFI team for project development. Collate and appraise this information for further strategies and quality reporting. Ensure clear project timelines and deliverables are developed and project plans are being met according to donor/key stakeholder requirements
- Ensure proper documentation (financial and technical reporting) is in place for all project activities
- Ensure timely delivery of reports, payments, and deliverables
- Develop project/work plans with technical leads to accomplish stated objectives of the projects when appropriate
- Ensure necessary changes to work plans are made where needed and inform donors in a timely manner of any required changes to activities
- Ensure project risks are identified and managed, implement risk management process
- Oversee the development of knowledge management and information tools
- Support fundraising for the implementation of the SFI strategy and work plans
- Strategically coordinate with relevant staff and WWF entities
- Work across the entire WWF Network to build synergies with other programs
- Act as a spokesperson on relevant issues both internally and externally

### Requirements:

- At least 7 years' experience in the management of all stages of project cycles of large, complex projects, across different countries, issues and cultures
- Demonstrated ability to accomplish tasks and missions and to manage the constraint of cost, time, and scope (ideally with a fisheries focus)
- Extensive and demonstrable knowledge of project management tools to plan, organize, manage, lead, and control resources to achieve specific goals
- Solid demonstrable experience of financial management and management systems
- Excellent inter-personal skills and experience in presentation and facilitation
- Excellent English and German written and oral communication, other languages advantageous
- Willingness to travel frequently and internationally
- Formal project management training such as in PMBOK, Agile and or Waterfall
- Adheres to WWF's values, which are: *Passionate & Optimistic, Challenging and Inspiring, Credible & Accountable, Persevering & Delivering Results*

### To Apply:

Would you like to work with us in nature conservation? We are looking forward to receive your application in English by email. Please send it to [personal@wwf.de](mailto:personal@wwf.de) with subject "Senior Operations Manager (m/f)". The closing date for application is June 1<sup>st</sup> 2014. For further information please contact Mrs. Bianca Just (Manager Human Resources), Phone: +49 30-311 777 892. She will gladly assist you.