

Regional Operations Coordinator 2 at RTI International

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

RTI International is a nonprofit organization headquartered in the Research Triangle Park in North Carolina that provides research and technical services.

Responsibilities

PRIMARY RESPONSIBILITIES

Responsible for organizing daily, weekly, monthly and quarterly operational needs for the regional office logistics department in collaboration with other functions.

Supervise and manage the performance of the Operations assistant; Manage and update RTI's regional office staff directory on StaffNet in liaison with RTI's communications team.

Manage and provide timely support to the Regional Office Senior Management Team in scheduling meetings, events, workshops and management of all the related activities in collaboration with other functions and budget holders.

Prepare a meetings schedule, liaise with RTI stakeholders, external partners and clients for outreach and collaboration meetings with the business development team, regional office leadership and the executive leadership team; update the calendar accordingly.

Manage and execute all events requests from regional office and remote support for other countries.

Foresee space allocation needs for the meetings, book internal boardrooms and liaise with Admin team for all venues outside the office for procurement needs

Obtain timely approvals for all related costs for the meetings/events in liaison with the team leaders

Follow up and review of all invoices related to the events before submitting to finance for processing

Manage and provide travel support to RTI's staff and consultants, arrange airport transfers, air travel bookings, hotel accommodation, ISOS, visa processing and per diem as required in country and other Africa regions. Manage and regularly update the CWT staff profile.

Prepare and sign invitation and visa related letters for travelers.

Oversee the vehicle management for the regional office fleet, review requests as submitted by the operations assistant, ensure the proper use of the office vehicles in accordance to the vehicle management SOP.

Vendor management for all related to logistics activities. Updating the vendors lists, hold follow up meetings with vendors when necessary, prepare and update service agreements and annual contracts, negotiate for better rates, ensure RTIs accounts statement are up to date on a monthly by following up and processing outstanding invoices.

In coordination with the security manager, manage vetted hotels and apartments in Africa region, negotiate and update the USG/RTI rates, share recommendations for new properties to be vetted, hold regular meetings.

Review logistics documents, processes and procedures to ensure that they are inline to RTI's policies and procedures; i.e. STICs, vehicle related documents, invoices upon submission by the operations assistant.

Manage and facilitate all international incoming and outgoing shipment in coordination with RTI HQ logistics, manage RTI DHL online system, organize for local shipment if need arises, process IDFs and other related costs, track shipments, follow up with shipment vendors for any delays, provide constant updates where necessary, monitor import or export processes to ensure compliance with regulatory or legal requirements.

Manage and update Africa Regional Office team Scope of Works and Trip reports on the central SharePoint database in liaison with IRO RTP team and RO Leadership.

Manage and maintain data for events, shipment, travel, RTI in country vehicles master register on a quarterly basis and share weekly operations logistics tracker to finance manager.

Coordinate other initiatives and collaborations i.e. point of contact for the regional office for the annual president's call, global rotation program, manage and coordinate the annual community partnership program, salesforce for business development leads and any other RTP collaborative activities.

Perform other duties as assigned

Qualifications

Education and Professional Qualifications

Master's degree and 3 year of experience or Bachelor's Degree and 6 years of professional experience in program management and coordination preferably with an international organization or equivalent combination of education and experience

Skills & Abilities

Ability to work effectively under pressure and meet deadlines.

Ability to work an irregular schedule on occasion with the ability to travel frequently and on short notice.

Excellent written and oral skills .

Strong interpersonal skills working with cross cultural and multi diverse teams.

Highly organized and able to set priorities and handle multiple competing time and resource demands.

Proficiency in Microsoft Office products

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