

Position: Operations Manager

Basic Information

About PhilDev Foundation:

The Philippine Development Foundation (PhilDev) is a non-profit organization focused on accelerating inclusive economic growth in the Philippines through science, technology, engineering, and mathematics (STEM) education, innovation, and entrepreneurship. Partnering with government, academia, development agencies, and the private sector, PhilDev aims to bridge ecosystem gaps and uplift communities through sustainable initiatives in education and enterprise development.

For more information, please visit our website: www.phildev.org

Location: Ortigas, Pasig City/ Hybrid Work Arrangement	Contract Type: Full-time	Reporting to: Executive Director
Salary Range: To be negotiated	Contract Term: Permanent	Benefits: HMO, Communications Allowance Details to be discussed during interview

Job Description

Position Summary:

The Operations Manager (OM) plays a vital role in ensuring PhilDev’s operational excellence. Acting as both Operations Manager and HR Officer/Manager, the OM oversees key operational functions, including HR, finance, compliance, and administration. This position supports the Executive Director in maintaining an efficient, effective, and collaborative organizational environment aligned with PhilDev’s mission.

Key Responsibilities:

- **Operational Management**
 - Develop and implement operational systems, policies, and processes to enhance organizational efficiency and effectiveness.
 - Ensure optimal use of resources across departments, including programs, communications, and administration.
 - Supervise the Finance & Admin Officer, MIS & Compliance Officer, and Executive Assistant & Admin Staff to maintain operational flow.
- **Human Resource Management**
 - Oversee recruitment processes, including job postings, interviews, and onboarding of new hires.
 - Foster a positive work environment, resolve conflicts, and support employee engagement and development.
 - Implement performance evaluation systems and provide feedback and development opportunities for staff.
 - Update and enforce HR policies, ensuring compliance with labor laws and organizational standards.
- **Financial Oversight**
 - Collaborate with the Finance & Admin Officer to develop and monitor budgets for operational and program needs.
 - Ensure adherence to financial regulations, donor requirements, and internal policies.
- **Compliance and Risk Management**
 - Ensure organizational adherence to local laws, donor agreements, and internal policies.
 - Identify operational risks and implement mitigation strategies.

- **Reporting and Liaison**
 - Act as the operational liaison between the ED and teams under general administration, providing timely updates and recommendations.
 - Support operational aspects of partnerships, events, and external engagements.
- **Additional Responsibilities**
 - Perform other duties as assigned, aligned with PhilDev's mission and objectives, to support organizational goals and enhance team effectiveness.

Qualifications:

- Bachelor's degree in Business Administration, Accounting, Management, HR, or a related field; being a CPA or having a Master's degree is a plus.
- At least 5 years of experience in operations, finance or HR management, preferably in non-profit or mission-driven organizations.
- Proven leadership skills with experience managing multidisciplinary teams.
- Strong understanding of HR, finance, compliance, and administration in a dynamic organization.
- Excellent organizational, problem-solving, and communication skills.
- High level of integrity, professionalism, and adaptability.
- Proficiency in tools like Microsoft Office Suite and project management systems.

Why join PhilDev Foundation?

At PhilDev, you will have the opportunity to work with a dedicated team committed to driving economic and social change in the Philippines. As part of an innovative organization, you will play a vital role in delivering impactful programs that promote STEM education and entrepreneurship, contributing to a better future for communities across the country.

Application Process

Interested applicants should submit the following to careers@phildev.org with the subject line: **Application – Operations Manager [Full Name]**:

1. Cover letter detailing interest and relevant experience
2. Current resume or CV

Application Deadline: January 3, 2025

Only shortlisted candidates will be contacted for interviews.