



JOB ANNOUNCEMENT

Administrative Manager

October 1, 2021

Operation Rescue (OR) is seeking an Administrative Manager to support administrative, financial, communication, and operational functions of the OR leadership team. The contract will initially be for a three-month period but OR anticipates a longer term contract will be available by November 2021.

OR is a nonprofit project that operates under the auspices of nPraxis International. OR's mission is evacuating a diverse group of at-risk individuals from Afghanistan who, due to reasons including their citizenry, ethnicity, and occupation, are under severe threat due to current events. The OR team is made up of volunteers. OR's leaders and the teams they oversee are dedicated, passionate, and committed to OR's mission. However, the team members also have other jobs and responsibilities. OR's work is highly sensitive. Discretion and confidentiality are needed for protecting the people we serve. OR's work is complex, with multiple interdependent work streams. OR's work is time bound. Rapid decisions are sometimes required. All OR participants work remotely using various secure communication platforms and ADCOM and Team Zoom meetings. Zoom meetings typically take place 7:30-9:30 pm USA Eastern time.

OR was initially formed as an informal group with shared goals, mission, and vision. As the Afghan crisis continues to grow in size and complexity, OR is responding by becoming more structured, strategic, and organized. Fulfilling OR's mission will require long-term processes with sustainable workloads and a focus on knowledge management, compliance and accountability.

The Administrative Manager will report to the Executive Director and serve as a non-voting member of the Administrative Committee (AdCom). Responsibilities include but are not limited to the following:

1. AdCom: Schedule meetings, take minutes, follow up on action points to ensure implementation of AdCom decisions. Facilitate timely and accurate communication between AdCom members, and, in some cases, between AdCom members and the teams that they manage.
2. Serve a surge capacity depending on team needs.
3. IT and Data: Support and advise OR on data management and communication tools.
4. Finance: review and approve internal spending up to established thresholds.
5. Communications: review and advise on OR's external communications.

Successful applicants will have meet most or all of the criteria below:

1. Technical competencies in finance, budgeting, operations, coordination and administration and at least 2 years' experience in working in related roles.
2. At least 2-3 years of international nonprofit experience.
3. Knowledge and experience in humanitarian assistance, refugee resettlement and human rights.
4. Familiarity with Zoom and communications apps such as WhatsApp and Signal.



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Applicants should also possess the following traits and skill sets.

1. Strong organizational management and keen attention to detail.
2. Capacity for self-directed work.
3. Clear written and oral communication. including cross cultural communication.
4. Effective time management, including ability to consistently meet deadlines..
5. Flexibility and understanding of start-up environments.