

## Job Vacancy Head of Centre Operations

The **Head of Centre Operations** is responsible for efficient operational delivery of sexual reproductive health and family planning services across MSIC's 7 clinical centres. The role will primarily be responsible for bringing modern business approaches, effective management and innovation to achieve financial stability and continuous growth across the clinic network. The role is part of the senior management team and will work collaboratively with team members across the organisation to achieve our business objectives.

Job Title:	Location:	Reporting to:	Probationary Period:
Head of Centre Operations	MSIC's Support Office – Phnom Penh	Director of Operations	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance**.

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values**:

Mission Driven	Client Centred	Accountable	Courageous
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### Key Responsibilities

It is particularly important is that you bring effective business approaches to this position, while maintaining Marie Stopes role as a leading provider of high quality services.

The Head of Centre Operations will primarily be responsible for:

- Oversight of efficient centre operations with a focus on quality in all aspects of performance management
- Develop and implement business initiatives to achieve long term sustainability
- Oversee centre financial matters including budget management and performance analysis and ensuring strong financial process are in place at Centre level.
- Provide strategic leadership to develop and operationalise annual and strategic plans to achieve annual and multi-year goals and objectives'
- Leading centre teams to develop and implement annual and longer term business plans
- Work closely with other departments, especially the medical services team, to ensure solid medical governance systems

**Qualifications/Skills and Experience:**

- Extensive experience in a senior management role is required
- Experience at a senior level in business, international development or the health sector
- Advanced analysis skills and demonstrated experience using financial and other data to inform program performance improvement.
- Experience managing multi-tiered management structures
- Excellent interpersonal and communication skills.
- Fluency in Khmer, written and verbal; Strong English written and verbal communication skills
- IT literate, especially strong Excel skills

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

**The salary range is 1,700 – 2,100 plus other benefits; the salary is negotiable based upon the qualifications of a successful candidate.**

We are committed to Child Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer and women are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to [hrd@mariestopes.org.kh](mailto:hrd@mariestopes.org.kh) or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1<sup>st</sup> Floor, Sothearos Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

Only short-listed candidates will be contacted. Closing date for applications is **Tuesday 30/October/2018 at 09:00am.**