



Operation Manager (Uganda)

Reports To: Chief Operating Officer

Location: Nakaseke, Uganda

Summary:

Operations Manager (Uganda) oversees all in-country business operations, including financial management, HR, legal compliance, facilities, and staff leadership. This role ensures Simone's Kids' programs run with integrity, efficiency, and in alignment with the organization's mission.

Primary Responsibilities

Leadership & Oversight

- Provide daily leadership alongside the Chief Program Officer to the Uganda staff and ensure collaboration across departments.
- Oversee and support the Head of HR/Communications, Head of Maintenance, Head of Security, Head of Scholarships, and Head of Finance.
- Represent Simone's Kids in community relations, parent meetings, and local partnerships.

Financial Management

- Maintain financial integrity by overseeing budgets, payroll, expense approvals, and audits.
- Act as a signatory on Ugandan accounts; review and approve budgetary requests within approved budgets.
- Ensure timely collection of school fees and manage parental payment extension requests.
- Coordinate with bursars and finance staff to monitor expenditures

Admissions & Scholarships

- Manage student enrollment process and retention strategies.
- Lead scholarship student meetings, communicate expectations, and offer spiritual guidance.

Visitor Coordination

- Plan and host visiting U.S. teams, including itineraries, accommodations, and cultural orientation.
- Accompany visitors on campus tours, home visits, and community engagement activities.

Staff & Legal Management

- Oversee hiring, performance reviews, and disciplinary processes in accordance with HR policy and Ugandan law.
- Maintain all Simone's Kids entities in good legal standing.
- Facilities & Development
- Manage in-country construction projects, land purchases, and vendor relationships.
- Oversee completion of all building projects to budget and timeline.

Community & Donor Support

- Facilitate in-country donor gift fulfillment and documentation.
- Provide updates to the U.S. team for donor communications.

Requirements

- 3-year commitment to live and work in Uganda.
- Proven leadership in operations, HR, or nonprofit management.
- Strong financial literacy and organizational skills.
- Ability to work cross-culturally with empathy and respect.
- Commitment to Simone's Kids' mission and Christian values.

Benefits

- Starting Bonus of \$5,000 from organization
- Housing, Power, Water covered by the organization. The house is four bedroom, 2500 sq home with adequate amenities such as an indoor kitchen with a sink, stove/oven, counter tops, cabinets.
- Company vehicle that can be used for company uses
- Position salary is self-funded