



## **OXFORD UNIVERSITY CLINICAL RESEARCH UNIT- NEPAL**

### **Job Description**

Job Title:	Operations Manager, OUCRU-NP
Location:	Based at the Oxford University Clinical Research Unit hosted by Patan Hospital and the Patan Academy of Health Sciences in Kathmandu, Nepal
Responsible to:	Dr Abhilasha Karkey, Vice Director OUCRU-NP and Sarah Barton, Chief Operating Officer OUCRU-Vietnam

### **Background:**

OUCRU-NP was founded in 2003, since then the research collaboration has become a respected and integral part of the work of both the Patan Hospital and the Patan Academy of Health Sciences. There has been considerable investment in upgrading the hospital laboratories and in training young Nepalese clinicians and scientists. The main research focus is on the most common infectious diseases affecting patients at Patan Hospital and in the surrounding areas of Lalitpur, with a major focus on enteric fever (Typhoid and Paratyphoid) and other causes of febrile illness including typhus, infections of the central nervous system and Hepatitis E.

### **Responsibilities of the post holder**

The Operations Manager will be responsible for:

- Ensuring the efficient operation of OUCRU-NP in liaison and collaboration with Patan Hospital and the Academy staff as well as any collaborating partner institutions
- Managing the general running of the office as appropriate to the Unit
- Providing financial management for the office, including liaison with the hospital accounts department, collaborators accounts department and working with OUCRU-VN accountants

**Key duties of the post holder**

**Finance**

- Lead the development of annual budgets for projects and provide fiscal direction to the unit.
- Prepare payrolls and arrange the payment of other staff benefits
- Manage all procurement paperwork and follow up with Hospital to ensure payment
- Work with the Hospital accounts team to produce details of all expenses from the Unit and keep appropriate records
- Maintain a record of all expenditure
- Provide management accounts, and other reports, on a monthly, quarterly and annual basis to principle investigators, OUCRU-VN and funders as required;
- Ensure all deadlines and external funder award terms and conditions are met
- Respond to all audit requests in a timely, transparent and appropriate manner
- Ensure that all budgets are managed appropriately
- Work with OUCRU Vietnam to ensure an appropriate cash flow to maintained with an auditable paperwork trail
- Carry out quarterly reconciliations for all projects against OUCRU-VN advances ensuring accurate and timely information is provided back to Vietnam
- Carry out monthly reconciliations against the designated bank account, ensuring only appropriately approved expenditure has been processed through the account
- Ensure all possible control systems are in place, and maintained, to secure the Unit's finances and ensure funds are used for their designated purpose

**Administration**

- Lead and ensure effective programme operations by strengthening organizational systems in line with overall strategy
- Maintain compliance to the standard operating procedures, manuals etc.
- Resolve organizational and management issues as they arise
- Ensure all legal and regulatory documents are maintained and compliance with laws and regulations is monitored.
- Develop or assist with the development and implementation of policies and procedures to ensure efficient and safe operation of the unit
- Ensure the procurement officer is provided with the appropriate range of professional advice on diverse issues as they arise.
- Obtain permission letters from appropriate authorities, including the Hospital for all activities conducted as and when required
- Keep HR records for all staff
- Liaise with the maintenance department in Patan Hospital to maintain the power supply for all equipment and electrical appliances for the Unit.
- Implement procedural and policy changes to improve operational efficiency

- Provide guidance and support to management on all policy and standards issues.

**Other Duties**

- Provide support for the monitoring and maintenance for all IT equipment such as computers, scanners, printers, network devices and the telephone system
- Handle requests and installation of software for the Unit
- Help in the liaison between the IT teams of the Academy and OUCRU-VN

Carry out any duties as reasonably required to support the Unit

**Line supervisor for**

- Procurement officer
- Office assistant

**Qualifications:**

- Masters in an appropriate field (e.g. accounting, business administration, public administration, or equivalent)
- A minimum of three years of responsible leadership experiences in finance and/or management positions.
- In depth knowledge of policy environments or policy related roles with demonstrated knowledge of leading, supporting, developing and managing a team
- Good knowledge of government tax, vat and in-depth knowledge of Nepal organizational law
- Excellent written English, with proven ability to research and write accessible, clear policy documents.
- Excellent interpersonal skills with a high level of diplomacy and political awareness, and ability to work effectively as a member of the senior management team.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.