



TOFO BOARD-RIDERS  
ASSOCIATION OF MOZAMBIQUE  
TOBAM

## **Terms of Reference for the position of Operations Director of the Tofo Board Riders Association of Mozambique**

### ***Introduction***

TOBAM is recruiting qualified personnel to fill all Executive Team positions to develop the organisation and implement its Strategy 2023-2025. While TOBAM aims to develop a professional Executive Team, all positions will be voluntary and unpaid until sufficient funding is secured. Nonetheless, TOBAM expects Executive Team members to perform their roles in a professional manner.

Working under the guidance of TOBAM's Executive Director, the Operations Director develops the financial, administrative, and human resources systems and is accountable for their implementation and the results achieved.

The Operations Director maintains regular and transparent communication with the Executive Director and the Program team, and one other colleague in the Operations team, namely the Communications Director. She/he has the responsibility of exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of TOBAM in all contexts and request prior approval to represent TOBAM in any external interactions and communications.

**Position duration:** 12 months with an initial 3-month probationary period.

**Reports to:** Executive Director of TOBAM.

**Max. time commitment:** up to 12 hours a week – can be revised in discussion with the Executive Director.

### ***Responsibilities:***

1. Research and design TOBAM's finance, administration, and human resources systems.
2. Implement and monitor finance, administration, and human resources functions.
3. Support TOBAM's Programs teams to implement TOBAM's strategy.
4. Collaborate closely with all members of TOBAM's Operations and Programs teams.
5. Assist mobilise funding to implement TOBAM's strategy.
6. Assist build and manage relationships with community members and strategic partners.
7. Prepare operations content for external communications, marketing and social media.
8. Prepare finance, administration, and human resources reports for donors and partners.
9. Represent TOBAM on issues or events agreed on a case by case basis with the Executive Director.

***Knowledge & Experience:***

1. Senior finance, administration and HR role in development organisations or private sector.
2. Developing finance, administration and HR systems and capacity.
3. Budget forecasting and financial planning.
4. Project finance monitoring and reporting.
5. Working in multi-cultural teams from diverse communities.
6. Substantive knowledge and experience in financial planning and management as well as one or more of the following areas: administration, human resources, logistics, procurement, travel.

***Competencies/ skills:***

1. Strong financial analysis, planning, management, monitoring and reporting skills.
2. Ability to make difficult decisions, managing project finance and stakeholder interests.
3. Facilitative, diplomatic approach for effective project delivery with and through partner organizations.
4. Good listener, capable of navigating social and environmental trends and pressures.
5. Collaborative, mediator with a strong capacity to translate multiple views into long-term results.
6. Ability to engage and operate effectively in a complex political and social context.
7. Ability to provide expert input on finance, administration, and HR content for resource mobilization.
8. Strong report writing and presentation skills.
9. Fluency in English, Portuguese, digital media, Word, Excel, and PowerPoint.