

OPERATIONS MANAGER

- 3 days per week
- 600 – 700 JOD per month depending on experience
- Permanent role, with a 3-month probation period

We are seeking an Operations Manager to support the Country Manager in this exciting period of growth for Seenaryo. This versatile role will, to some extent, be guided by the successful candidate's strengths. However, as a core member of a small team, the position will include:

- Managing operations for Seenaryo programmes in Jordan
- Administration of projects including evaluation data
- Coordinating with Seenaryo's partners
- Coordinating freelance staff members
- Bookkeeping and paying freelance staff members

It involves working closely with our staff team, partner organisations as well as our beneficiaries. The role would include visiting projects (e.g. inside and outside Amman). The Operations Manager will be based with the Country Manager in the Seenaryo office in Amman.

We are looking for someone with:

- An enthusiastic approach and the ability to multitask
- Experience in education, arts and/or the non-profit sector (preferred)
- Fluency in Arabic and English (spoken and written)
- Excellent organisational and communication skills
- Knowledge of Microsoft Office
- Driver's license and car (preferred)

HOW TO APPLY

Candidates should email lara@seenaryo.org with the subject "Operations Manager". The email must include:

- Your CV
- A full covering letter outlining details of all relevant experience and an explanation of your interest in the role (no more than two pages)
- Details of one reference

Application Deadline: **31st January 2019**

Start date: **3rd March 2019**

ABOUT SEENARYO

Seenaryo is a non-profit arts and education organization that works with refugees and host communities in Lebanon and Jordan. We empower refugees by enabling them to create high-quality art. We build professional capacity by training teachers and young people in facilitation and artistic skills.

Registered in the UK and launched in 2015, Seenaryo works across two strands of programming: Arts and Education. Our artistic projects and holistic approach to education support personal development, academic achievement and social cohesion.