



# MANAGEMENT SERVICES MANAGER

## ROLE SUMMARY

The Management Services Manager is responsible for the operational management of finance and investments; human resources and organizational development; and general services of the Peace and Equity Foundation and Peace and Equity Holdings.

The manager leads the unit's planning, budgeting, implementation, and review of its performance and accomplishments. The manager ensures that policies and procedures are established and complied with.

## ORGANIZATIONAL RELATIONSHIP

### Internal

- Reporting to the Executive Director
- Supervising: Finance Officer, HR Officer, Administrative Assistant
- Coordinating with: Finance and Investments Committee, HROD Committee, Management Committee, and all units

### External

- Fund managers, banks
- Partners, donors
- Consultants, service contractors

## COMPETENCIES

### Non-technical

- Coaching/Team development and management
- Innovation
- Continuous learning and empowerment
- Interpersonal sensitivity
- Judgement and decision making
- Strategic leadership
- Systems thinking
- Transparency and accountability
- Team and technical agility

### Technical

- Financial management
- Investment management
- Human resource management and development
- Organizational development
- Board committee management and governance
- Lean management
- Monitoring and evaluation
- Knowledge management
- Risk management

## EDUCATION AND EXPERIENCE

- Bachelor of Science in Accountancy (license: Certified Public Accountant); Master's degree in a related field; preferably with background in HR/OD
- Seven (7) years of work experience in a similar role; working with Board and Board Committees; handling multidisciplinary teams; experience in managing financial securities, currencies, real estate.



## **DUTIES AND RESPONSIBILITIES**

1. Develop appropriate systems, processes, and procedures in management services. Oversee that the policies, including controls and risk management measures, are relevant and responsive to the needs of the Foundation and to the changes in the external environment.
2. Prepare plans and budget for the unit and oversee its implementation. Report to the Executive Director and to the concerned Board Committee/s its accomplishments, insights, and reflections. Apply learnings to improve systems, processes, and strategies.
3. Assist the Executive Director in establishing an appropriate organizational design, structure, and core values.
4. Identify core competencies and design competency-based development programs. Lead HR initiatives and transform them into effective HR programs.
5. Lead in the performance management process of the staff from contracting to evaluation.
6. Oversee implementation of a comprehensive financial management system, including trust investments, financial forecast/budget and budget performance, financial accounting with unqualified audit opinion, and 100% of compliance with statutory requirements. Report critical information for management and Board's action/decision.
7. Provide the Executive Director and the Finance and Investments Committee with regular reports on the status of the trust investments, real estate investments, and financial position of the Foundation and its subsidiaries.
8. Recommend appropriate actions regarding trust investments based on market outlook, investment options/offerings, benchmarks, and policies. Implement the Committee's instructions and decisions.
9. Develop staff skills and competencies through coaching. Evaluate the performance of the team and provide timely feedback. Ensure staff members subscribe to and adopt the multidisciplinary and team approach while performing their functions.
10. Approve the hiring of consultants and other service providers as defined in the levels of authority.
11. Build the capacity of the unit to engage in knowledge management that leads to the creation and improvement of unit strategies, systems processes, and procedures. Unit's knowledge will be in the areas of endowment fund management, investment management, financial management, HR practices and innovations, values and culture, and organizational growth.