

SENIOR HR & OPERATIONS MANAGER

VJW International is recruiting a full-time HR & Operations Manager in London.

About us

VJW International is a specialised consultancy company in the field International Development Cooperation and Foreign Policy. VJW provides technical expertise to public and private clients in the fields of foreign policy and development cooperation including the European Union, partner countries' Governments, DFID, the United Nations, the World Bank etc.

We offer a thriving and challenging international environment to work in.

Profile sought

As HR & Operations Manager, you will be responsible for **overseeing the implementation of current operations as well as identifying suitable experts and opportunities for future operations**. The ideal candidate will be **experienced in human resources and project management** and will have established experience with managing operations including administrative and financial processes.

Strong organisation and inter-personal skills, combined with a flexible and dynamic personality, are essential characteristics for this position.

We are looking for a **pro-active and independent person with strong organisational and research skills**. You will be ideally interested in international affairs and development cooperation. Excellent command of English is necessary. Knowledge of French will be considered a strong asset.

Because of the current expansion of the company, we seek to appoint a committed individual who would be interested to pursue a long-term collaboration with us.

Responsibilities

- Manage and oversee ongoing operations (client and consultants' relations, outputs and deadlines, projects management at all stages of cycle including financial management etc.);
- Identify and liaise with suitable profiles candidates for new projects mostly for public tendering opportunities with the EU, the UK or other international donors;



VJW International
FOREIGN POLICY & DEVELOPMENT

- Support the identification and preparation of international tender opportunities (bidding process) and negotiation of new contracts;
- Overseeing the work of a small team of interns (typically 2);
- Ensure that the company website and experts' database are kept up to date;
- Regular inputs towards the company visibility using media tools (LinkedIn, Twitter, Facebook) etc.

Essential qualifications:

- Min 7 years' work experience in human resources and operations management.
- Experience in identifying and matching candidates' CVs to specific requirements.
- Experience in project management (conception, budgeting, planning, monitoring/KPIs, Outputs delivery and deadline management, invoicing etc.).
- Strong organizational skills combined with proven experience in managing processes
- Team management: Ability to manage and oversee a small team as well as coordinate a larger team of consultants working on running projects.
- Strong communication skills with professionals at levels and ability to negotiate on behalf of the company (ie. consultant's fee rates, consortium agreements etc.).
- Mother tongue English and good knowledge of French.

An interest in international affairs and international development will be considered an asset.

An understanding of public procurement processes in international development will be considered a strong asset.

Previous experience in accountancy/bookkeeping or working with XERO is considered an advantage.

Conditions and location

- Location: London;
- Conditions commensurate to experience and qualifications.

If interested, please send your CV and a motivation letter to admin@vjwinternational.com with the job title/your name in reference.

Deadline: 10th of June 2019. Kindly note that **only applicants meeting the essential requirements will be contacted**. Thank you for your understanding and good luck with your application!