

Director of Operations

Terms: Full-Time (40h/week); TVöD 15 as orientation

Duration of contract: 24 months, with possibility of extension

Location: Berlin, Germany

Starting date: Jan/Feb, 2025

About APRI

APRI - Africa Policy Research Institute is an independent, non-partisan African policy institute with offices in Berlin, Germany and Abuja, Nigeria. It researches key policy issues affecting the African continent. Its goals are to provide input to the German and EU policy-making processes on Africa and options on key policy issues to African stakeholders. To do this, APRI taps into the expertise of African intellectuals, scholars, and networks, collaborating with a wide range of organizations at home and abroad to conduct policy research that looks beyond prevailing narratives and transcends disciplinary hegemonies to center Africa. Its outputs are presented in written, audio and video formats - and it is constantly looking for new and innovative ways of disseminating its work.

About the role

APRI is currently seeking an experienced Director of Operations to join our growing team. This position requires a strategic thinker with strong operational and financial acumen to oversee the organization's administrative, financial, and human resources functions. The Director of Operation will oversee our day-to-day operations and ensure the efficient and effective achievement of our mission. The Director of Operations should be available to work at least three days a week in an office-based role located in Berlin, permission to live and work full time in Germany, and knowledge and experience of German contract and employment law.

The successful Director of Operations would demonstrate results from depth of experience, bringing skills and capabilities in 3 principal areas:

1. Technical

Essential

- Demonstrable skills and expertise leading all areas of Operations, including responsibilities for financial management and business administration, human resources and information technology
- Proven achievements of process design and best practices development for small-scale enterprises / research institutes along a rapid growth trajectory.
- Extensive experience of strategy development, planning and objectives setting
- Expertise in delivering operational excellence to meet shared service needs on time and within budget
- Identifying and the research institute's operational risks and managing / minimising potential impact if they arise
- Monitoring and evaluating performance using best practices reporting frameworks
- Reporting to local, regional and national authorities in Germany to meet legal and regulatory requirements for international non-profits
- Digitally oriented and data literate, with very relevant experience of new applications for solution and service development
- Financially astute with business acumen

Desirable

- Applied understanding of the opportunities and challenges of international non-profits
- Interest in opportunities across Africa, focusing on upcoming and current trends and emerging challenges
- Understanding the African policy landscape and challenges faced by policymakers and civil society groups
- Contributes to revenue generation through sustainable sources, including corporate funding grant awards and individual donations
- Professional connection to and/or personal interest in sustainability, especially new knowledge areas including Green Tech and Finance
- Other third sector experience an advantage

2. Interpersonal

Essential

- International approach and cross-cultural mindset
- Motivating colleagues to deliver preferred outcomes and engaging stakeholders with positive impact
- Credible and effective at and across all levels to ensure quality contributions
- Open to ideas and responsive to opportunities for continuous improvement
- Networking and nurturing stakeholder relationships in government and business

Desirable

- Experience working in a multi-national and cross-cultural environment
- Well-honed communication skills with donors, supporters and fundraisers
- Credible representing the charity to high-profile supporters

3. Leadership

Essential

- Applying a project management approach to design, co-development and rapid-value delivery alongside colleagues and team members
- Team building and on-the-job staff development through mentoring and coaching
- Effective collaborating with business and technical professionals alike
- Ethical in word and deed. Free from conflicts of interest
- Enjoys creative thinking and innovative problem solving

Desirable

- Organisation design and development for sustainable growth and longer-term expansion
- Confident with ambiguity and comfortable with the new and unknown

APRI is an equal opportunities employer. We are particularly interested to hear from candidates from under-represented groups including women, disabled people, and global majority communities.

To apply, please send a **single pdf document** containing the following to DoO_recruit@afripoli.org: your CV and a brief statement of interest. Please include your last name and **“Director of Operations”** in the subject line.