



SENIOR OPERATIONS MANAGER

The Wildlife Conservation Society (WCS) is an international non-governmental organisation committed to working with communities, government, and other partners to manage wildlife and wild places for biodiversity and human well-being.

WCS PNG seeks a dynamic **Senior Operations Manager** with significant experience in managing overall operational management of programmes in Papua New Guinea with the ability to develop the capacity of local finance and operations staff. The position can either be based in Goroka, Eastern Highlands Province, or Port Moresby, National Capital District. The position reports to the Country Director and is full-time.

Main Responsibilities:

A. Technical Leadership and Operational Management

- Lead all WCS Operations functions: procurement, asset management, including safe operations of WCS's fleet of vehicles and boats, facilities maintenance and improvement, IT, travel and logistics, and field safety and security.
- Develop and implement the annual Operations plan and budget in coordination with the Finance and Programme teams;
- Ensure timely, quality operational support to all program sites in line with activity plans;
- Drive process improvement, development and standardisation of standard operation procedures (SOPs), and adoption of best practise across Operations and field sites. Ensure that all safety and logistics equipment and assets are maintained and undergo regular service checks to minimise downtime and delays to programme activities.

B. Compliance, Risk and Financial Management

- Ensure all Operations activities comply with WCS policies, donor regulations, and PNG law;
- Oversee procurement planning, asset management, vendor relations, and ensuring that WCS PNG act with the highest integrity and adherence to WCS's Code of Conduct;
- Supervise the Finance Manager, ensure financial management requirements are met, and provide strategic support on overall financial and budget processes.
- Identify and mitigate operational risk related to safety, security, and fraud.

C. Team Leadership and Capacity Building

- Supervise, mentor and develop the WCS Operations team.
- Conduct performance management and ensure clear workplans for all direct reports.
- Build capacity of programme staff to ensure streamlined adoption of and compliance with all operations procedures.

D. Stakeholder Engagement and Representation

- Represent Operations at SMT and Programme meetings;
- Liaise with vendors, government authorities, and partners on operational matters
- Act as the primary point of contact for all country-level operational matters

Key Competencies and Experience:

Essential:

- Bachelor's degree in business, logistics, general management, or related fields. Master of Business Administration or equivalent preferred.

- Minimum of seven to ten years' experience in Operations and Administration in the private sector or major company or organisation with at least three years in a senior or leading role.
- Proven experience managing procurement, vehicle fleets, and facilities and compliance in PNG.
- Basic understanding of complex international donor requirements related to operations and finance, such as the French Development Agency (AFD).
- Extremely organised and able to mentor staff to improve organisation skills, develop strong workflows and processes.
- Ability to anticipate and prevent issues that affect staff safety and programme activities
- Willingness and motivation to take ownership for tasks

Desirable:

- Experience working within large international organisations with multiple field/office sites or similar entities
- At least five years of experience in the private sector, corporations or not profit organisation.
- Willingness to travel to field sites.
- Good communication skills, both written and verbal, as well as strong analytical skills. English required.
- Effective "roll up the sleeves" work ethic, with attention to detail.
- Proven managerial skill and ability to work in a team setting within an organisation.
- Commitment to WCS's values of respect, accountability and transparency, innovation, diversity and inclusion, collaboration, and integrity

Application Process:

Please send an up-to-date Curriculum Vitae and letter of interest addressing the Key Selection Criteria to akakau@wcs.org with the subject line: **Application for Senior Operations Manager**. Applications accepted until **5pm, Monday 21 September 2026**. Only short-listed candidates will be contacted for interviews.

WCS is an equal opportunity employer, and the organisation complies with all employment labor laws and regulations that prohibit discrimination in hiring, ensuring that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organisation provides equal employment opportunities for all qualified candidates. The organisation does not discriminate for employment based on age, colour, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations