



TANTUR ECUMENICAL INSTITUTE

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DIRECTOR OF OPERATIONS (Full time)

The Tantur Ecumenical Institute is seeking a permanent, full-time Director of Operations. The Tantur Ecumenical Institute was founded in 1972 as an ecumenical Christian institution for theological study, sabbaticals and continuing education. It is administered by the University of Notre Dame in the United States. Our campus is located on the Jerusalem-Hebron road near Gilo and the entrance to Bethlehem. For more information about the institute, please visit www.tantur.org.

Job Summary

The primary function of the Director of Operations is to provide leadership and oversight of Tantur's operational support departments including Human Resources, Administration and Procurement, Facilities and Maintenance, House Operations and Kitchen. Because Tantur is a small institute, the Director of Operations will be the lead person implementing human resource policy and procedures. The Director of Operations ensures that departments are supported to manage risk, reduce costs, and effectively meet needs.

The Director of Operations supports the Rector in creating a work environment that motivates and challenges employees to constantly improve performance. This position will play a key role in senior management decisions.

This is a full-time position with semi-regular office hours. However, there is a need for a willingness to be flexible with hours to meet the Institute's needs.

Responsibilities

Leadership:

1. Participate as a member of the senior management team, and in all strategic planning meetings and activities.
2. Ensure that staff and managers follow all Tantur policies and procedures.
3. Motivate and challenge staff to improve performance.

Finance:

1. Work with the Rector and accounting department to develop and manage financial policies and procedures, periodic financial reporting, and budgeting.

Compliance:

1. Ensure that resources are used with the highest degree of stewardship.
2. Provide timely and efficient provision of appropriate assistance to staff in management issues including planning, budgeting, and procurement.
3. Assist in conducting periodic systems checks in all support departments and offices to ensure that resources are used appropriately and according to policy.
4. Identify management system weaknesses, establish priorities, provide recommendations for improved systems performance and ensure compliance.

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Human Resource Management:

1. Manage overall human resources of Tantur.
2. Develop policy for recruitment and ensure compliance.
3. Ensure compensation policies and practices are administered to support internal equity and market competitiveness.
4. Develop and ensure implementation of all human resource policies and complete yearly review of employee policy handbook.
5. Maintain up-to-date knowledge of all relevant labor laws.
6. Develop and ensure implementation of performance evaluation system.
7. Oversee monthly payroll, including approval of staff time sheets, and related social contributions, pension and severance contributions, and health insurance as regulated by local law.
8. Maintain accurate personnel files, including vacation, sick, and other types of leave.
9. Review and update all employee contracts.
10. Ensure all legal documentation is secured for local and international staff.

Administration, Procurement and Information Technology:

1. Oversee the purchasing of insurance policies, registering of vehicles, and other similar business operations needs.
2. Develop and ensure implementation of procurement policies.
3. Oversee the administration of procurement and facilities management.
4. Maintain relationships with vendors and service providers, including some attorneys, local auditors, insurers, etc and be aware of industry developments impacting Tantur's administrative procedures.
5. Oversee the management of IT contractor.
6. Oversee the maintaining and renewing of rental contracts for all lessees at Tantur.

Supervisory Responsibilities: House Manager, Head Chef, Head of Maintenance, Head Gardener, and External contractors as appropriate

Reports to: Rector

Qualifications:

- A. Master's in business administration, human resources, finance, accounting, or other relevant field preferred. Equivalent experience will be considered.
- B. Minimum five years work experience in management of non-profit, development, religious, or related institutions.
- C. Understanding of financial and administrative systems, policies, and procedures.
- D. Familiarity with Hashavshevet accounting software preferred.
- E. Familiarity with Oketz clock and payroll software preferred.
- F. Knowledge of procurement and general office administration/management issues.
- G. Knowledge of human resource policy issues.
- H. Ability to work in a complex environment and to lead and work with a multi-cultural team.

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- I. Computer literate in MS Office, Internet, email.
- J. Strong communications and analytical abilities.
- K. Proficiency in speaking, reading, and writing English, Arabic, and Hebrew.

Disclaimer: This job description is not an exhaustive list of the skills, effort, duties and responsibilities associated with the position. Other duties as assigned by the Rector may be included.

Applicants should display a willingness to work in a diverse, faith-based work environment that requires functioning both within an administrative structure and independently as needed.

Please send your CV along with a cover letter by email to the Rector at tantur@tantur.org.