



WE'RE HIRING

Manager of Operations

Human Rights Defense Curaçao (HRDC) is a non-governmental organization, for the protection and promotion of human rights of all inhabitants of Curaçao. Our vision is to strive for an equitable, intercultural, and inclusive Curaçaoan society in which the universal rights and freedoms of all inhabitants are truly respected.

Position Description

HRDC is looking for a Manager of Operations for 28 hours per week. The Manager of Operations has the overall responsibility of managing the organizational processes. The main responsibilities of the Manager of Operations are the development of the organizational set-up and work procedures, ensuring a sustainable financial foundation of the organization, management of human resources, broaden the thematic focus of the organization in the field of democracy, rule of law and human rights, office management and building an enjoyable organizational culture. The Manager of Operations works closely together with the Director and functions as the acting director during absence of the Director.

Responsibilities

- Quality Management: Organizational set-up and work procedures
- Leadership and management of projects and programs
- Financial Management: overall financial management including fundraising
- Human Resource Management
- Office management: Responsible for the oversight of all office management related tasks



Qualifications & Knowledge

- Master's Degree or equivalent in International Development, Social Sciences, Education, or related subject
- Knowledge of the topics of democracy, rule of law, human rights and migration/ refugees

Skills and abilities

- Fluency in written and verbal English and Dutch, Spanish and Papiamentu are highly desirable
- Demonstrated leadership abilities Minimum of 5 years senior management experience including experience in strategic planning processes.
- Demonstrated track record in successful fundraising and donor engagement and development strategies
- Experience in project, financial and HR management, including mentoring of staff
- Strong writing and project management skills
- Experience in Curaçao
- Detail oriented, strong organizational, analytical and strategic planning skills
- Self-starter, able to work with a high degree of initiative and highly resilient
- Team oriented with strong interpersonal skills and ability to work with individuals from a range of backgrounds
- Effective time-management skills with the ability to multi-task and manage multiple time-sensitive priorities.
- Able to work sensitively in challenging environments

Please send your CV and motivation letter by June 8th, 2024 to Camillo Bakhuis at c.bakhuis@humanrightsdefense.org. For more information you can call +599 9 788 0126 between 10.00 am and 12.00 hours pm on Wednesday and Friday