



## **CALL FOR APPLICATIONS**

### **DIRECTOR OF OPERATIONS AT PARI**

The Public Affairs Research Institute (PARI) seeks to appoint a suitable candidate as its Director of Operations to oversee its Operations Team.

PARI conducts high-quality, evidence-based, interdisciplinary research relevant to enhancing state capability and substantive democracy. The successful candidate will support PARI's strategic objectives and should reflect a commitment to PARI's vision, mission, and values.

#### **Purpose of the job**

The Director of Operations (the Ops Director) will be responsible for managing and leading key areas of PARI's operations, Strategic Communications, Grant & Donor Management & Reporting, Fundraising and Business Continuity. *(A detailed copy of the JD is available on request)*

#### **Strategic Planning and Reporting** including:

- Annual strategic planning cycle and Monitoring and Evaluation (M&E)

#### **Risk and Business Continuity** including:

- PARI risk plan and IT and non-electronic records disaster recovery plan

#### **Grant & Donor Management and Reporting** including:

- Preparation of financial and narrative donor reports.
- Supporting the ED in the management of donor relationships for Core and Programme/project funding.

#### **Fundraising including** including:

- Supporting the ED in sourcing opportunities to enable organisational growth and build its impact
- Securing multi-year commitments and enabling development of a financial reserve.

**Stakeholder Management** including:

- Manages key partnership and stakeholder, including identifying new partners based on PARI's needs.
- Develop strategies to optimise partner and stakeholder relationships.

**Finance** including:

- Oversees the Finance Department, ensuring effective prioritisation and allocation of budgets across PARI programmes and projects
- Effective financial monitoring and controls, with necessary checks and balances
- Adherence to all legal requirements relevant to management of the organisation's finances, including auditing and reporting.

**Human Resources** including:

- Overseeing PARI's HR Services, ensuring there is an effective medium term HR Strategy and plan in place, to support organisational goals
- PARI is able to attract and retain high performing staff
- Systems and procedures are in place for staff development and for holding staff accountable for delivery of PARI objectives
- Policies and procedures are fair, legally compliant and fit for purpose, meeting the needs for both employees and the organisation

**Operations, Administration and Facilities Management** including:

- the delivery of high-quality support services to PARI including:
  - the management of infrastructure, technology and facilities;
  - operational policies, procedures, systems and infrastructure; and
  - oversight of policy implementation and compliance.

**Programme and Project Support Office**

- Manage the establishment and oversight of a Programme Support Office, providing efficient, effective support to PARI programmes.

**Management of PARI's Operations Team (the Ops Team)**

- Provides leadership and oversight of Finance, Operations, Administration, HR and Programme Support.
- Ensures operational coherence and a high standard of delivery by the Ops Team.

**JOB SPECIFICATIONS****Educational Qualifications**

- An Honours or Masters degree in a relevant field: Business Management / Finance / HR / Legal / MBA.

### **Experience**

- 8-10 years' experience of working in increasingly more responsible operations-related management positions.
- 5 years' experience of managing people.
- Sound financial management experience is essential.
- Experience in the NGO/donor-funded sector would be an advantage.

### **Technical Competencies – Knowledge, skills and abilities**

This role requires a highly motivated professional committed to excellence.

- Experience in the donor-funded environment (grants and contracts) would be beneficial.
- Exceptional written, oral, interpersonal, and presentation skills; able to interface effectively with all team members and stakeholders.
- Advanced computer literacy skills and experience in an online environment.
- Data fluency.
- Strong organisational abilities including strategic planning, delegating, programme development and task facilitation.
- In-depth knowledge of best practices in management.
- Knowledge of all legislation applicable to non-profit organisations – employment standards, human rights, occupational health and safety, taxation, etc.
- Understanding of financial management.
- Understanding of human resources management.
- Project management skills.
- Strong problem solving and leadership skills.

### **Other requirements**

- This role is based in Johannesburg. Some hybrid (home office) work is allowed.
- Willing and able to travel both locally and internationally, as and when required.
- Fluency in spoken and written English.
- Fluency in another South African language would be an advantage.
- Willing and able to work beyond official working times.
- A valid Driver's License (no endorsements) is essential

### **Salary**

The total annual package is within the range R1,175,00 to R1,346,000 per annum, inclusive of a 13th cheque, and will depend on skills and experience.

PARI does not provide a pension. Employees must provide proof of membership of a medical aid and favourable salary structuring for proven contributions is allowed

### **Application process**

- Please submit your CV and a letter that explains why you are attracted to the position, to PARI's HR Manager, Joan Cameron, by email to [joanc@pari.org.za](mailto:joanc@pari.org.za), **no later than 09 January 2026**. Late applications will be disqualified.
- Your CV should distinguish between periods of work as an employee and work as a consultant, and should include the contact details of three referees. Referees will be contacted only for those applicants who are successful during the interview process.
- **Interviews will be scheduled early in 2026**. Shortlisted candidates will be interviewed in person, in Johannesburg.
- PARI will contact only the candidates who are shortlisted for an interview.
- PARI reserves the right not to make an appointment.
- PARI does not pay relocation costs.

PARI is committed to diversity, inclusion, equity, and transformation.  
Preference will be given to historically disadvantaged applicants.

For more information about PARI's work please visit [www.pari.org.za](http://www.pari.org.za)

**Ends**