

Farmer common sense in business

**For inspiring and creative professionals
with a passion for cooperatives
focused on impact**

We are Agriterra, a Dutch agri-agency that provides business development services to ambitious cooperatives and farmer organisations in developing and emerging economies. We assist them with advice and training through locally based business advisors and by deploying practitioners from the Dutch and international farmer organisations and (cooperative) companies; the so-called Agripool experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we support organisations to improve extension services to their members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra has local offices in 17 countries. We work with self-steering teams, so our employees are challenged to use every bit of determination, creativity and strategy to achieve our compelling goals. Being a self-steering organisation makes Agriterra an inspiring and challenging environment for professional growth and development.

Agriterra has an annual turnover of approximately 15 million euros, is ISO certified and has over 130 employees, both in the Netherlands and abroad. For more information, visit our website www.agriterra.org

We are recruiting a:

Manager Operations

Location: Arnhem – the Netherlands

As manager operations you are a member of the Agriterra management team and responsible for the operational management of Agriterra's head office and the country offices. You will be responsible for policy development and day-to-day operations of, amongst others, the Agriterra quality control system and procedures, financial administration, human resources, the automated business systems (ICT), marketing and communication, travel, planning and monitoring, purchasing and facility services.

The manager operations will contribute to policy development and ensure that the organisation operates efficiently and effectively. He or she will provide adequate information on results and financial economic aspects as well as costs and revenue analysis based on the objectives of Agriterra. As manager operations you will hierarchically guide employees, who are highly self-steering, to achieve desired results.

The focus area consists of several different sub-processes with coherent objectives. The variation and complexity of tasks is such that proper delegation of tasks to highly qualified senior employees on the various components is necessary. This means that the candidate we are looking for knows how to delegate, but also knows how to keep an overview at all time.

Since Agriterra operates in an international environment, you are fluent in English and understand cultural differences.

Duties

- Maintaining a solid administrative organisation in a broad sense that provides adequate and accessible insight in results in accordance with the objectives.
- Responsible for the preparation of the (multi-annual) budget, balance sheet, annual accounts and annual report.
- Optimizing internal and external marketing and communication.
- Maintaining the ICT facility, by which all operational processes are adequately supported.
- Responsible for the drafting of quality procedures, checking compliance and handling internal and external complaints.
- Recruitment, selection and annual assessment of employees of the operations department.
- Ensure proper facility management.
- Responsible for training, monitoring and quality control at the country offices
- Consult and prepare decisions in the legal field.
- Ensure human resource support at head office and country offices.

The successful candidate will have:

- University master's degree in business administration, business management, business economics, with additional knowledge on human resource management, legal affairs, marketing and ICT.
- Minimum experience of 10 years as manager operations in a commercial environment.
- Experience acquired as manager in an international organisation or in a developing country is an advantage.
- Experience with budget planning and financial management.
- Experience with the design and maintenance of quality systems.
- Knowledge and experience with automation systems.
- Knowledge of Dutch laws and regulations in the human resources field.
- Knowledge of the internal organisation and external environment of Agriterra.
- Excellent level of proficiency in **Dutch** and **English**. French and Spanish would be a strong advantage.
- A valid certificate of conduct.
- Enthusiastic personality, focused on results and service.
- Excellent communication, motivation and coaching skills.
- Familiarity with self-steering and team dynamics.

What we have to offer

A position that requires you to be highly self-reliant in a challenging environment. Agriterra operates in dynamic international markets and in close cooperation with the agricultural business sector. At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving impact. As manager operations, you will report to the managing director.

The working conditions and additional benefits are good. The salary offered will depend on your experience and ranges between EUR 3.804 and 6.065.

Agriterra offers a contract for a year, with the possibility of extension.

Are you interested?

Are you interested in this position and do you fit the profile? Apply before 1 April 2019, with a cover letter and curriculum vitae, by sending an e-mail to vacature@agriterra.org, to the attention of dr. C. Blokland, managing director, with reference code AG1019.

If you require further information, you can also contact him by sending an e-mail.

An assessment will be part of the recruitment process.

No recruitment agencies please