



## ***We are hiring a Head of Operations***

*Exciting job opportunity with Africa's leading business accelerator*

# JOB DESCRIPTION: HEAD OF OPERATIONS

## About us:

GrowthAfrica is the continent's leading business accelerator and we are looking for new talent to join our quest to grow the continent's promising impact enterprises into prosperous and successful members of our societies, creating much needed job opportunities, economic wealth, environmental sustainability and social transformation.

We drive investment- and market-readiness through cohort-based programmes and tailored support services. We work hard to ensure that local and international enterprises increase their rate and scope of success, be it during the startup or market entry phase; or the growth or expansion stage.

Through access to capital, markets, technology or knowhow we have since 2002 supported over 1,800 businesses flourish. Our unique methodology and professional delivery allowed 87% of our clients to experience and sustain growth.

Headquartered in Nairobi, we currently run activities across the region and are in an ambitious geographical expansion phase. You will join a youthful, international and ambitious team. We are now 20 and growing.

## About the role:

You will as Head of Operations be responsible for supporting the CEO and Executive Directors in the operationalisation of GrowthAfrica's strategies, including the planning, directing and overseeing the group's day-to-day support activities, systems, operational policies and procedures; all to ensure that the leadership of the group has the resources and foundation at hand to deliver results and fulfil GrowthAfrica's mission and vision.

Finance, Administration, Talent/Human Resources, Legal and IT teams will report directly to this role. The Head of Operations will be charged with optimising the resources used on a day-to-day basis of these areas as well as the executive functions the department is supporting. As such it will be mostly be a tactical and operational position; but there are great expectations for the position's leadership as well as contributions to the mid/long-term strategy of the group.

Your responsibilities will include:

- Support the CEO and Executive Directors in the development of group strategies
- Operationalise group strategies, including breaking strategies down into projects and tasks with objectives, short term goals and success indicators
- Departing in group strategies institute necessary systems, procedures, processes and policies in support of derived projects and tasks
- Developed relevant reporting framework to keep progress in check and communicate effectively with Executive Directors and CEO
- Develop framework for communicating and monitoring key performance indicators of staff reporting under the Head of Operations, and support ditto for staff reporting under Executive Directors and CEO
- Ensure the acquisition and deployment of resources towards all operational areas, including resources needed to deliver under the executive functions and group support
- Support teams/leaders reporting under the Head of Operations in day-to-day implementation of operational plan, including:
  - Finance: budgeting & update reports, cash-flow reports, accounting, record-/bookkeeping, statutory returns, salary processing, audit preparation, external financial reports, treasury management, procurement, payables, invoicing & receivables etc.

- Administration: office/facility management, support staff management, supplier management
- Talent/Human Resource: staff planning, recruitment, retention, staff welfare, appraisal, learning & development, payroll & benefits management
- Legal: compliance, contracting, registration & documentation, portfolio management
- IT & Systems: Maintenance of office infrastructure, hardware & asset management, software & device management, development and maintenance of management software/system
- Act as a liaison between employees under the Operations department and the CEO
- Support the CEO in optimal use of the advisory and supervisory boards; assist in planning board meetings

### Who we are looking for:

- 10+ years of relevant experience most of which should be in a senior management role and within an international organisation
- Proven track record and advanced knowledge of operational management
- Financial management experience and financial acumen
- Demonstrate excellent leadership skills with the ability to manage a team in a matrix environment
- Demonstrate excellent communication skills (verbal and written) with the ability to present information clearly and succinctly
- Resourcefulness and ability to work in high-pressure situations and to meet tight deadlines
- Willingness to work beyond immediate areas of responsibility and possess a “roll up the sleeves and get the job done”-attitude
- An advanced degree – MBA is an added advantage, but is not a requirement

### You have the cultural fit to work in GrowthAfrica if:

- You are passionate about seeing Africa’s growth through business and entrepreneurship
- You are excited to walk hand-in-hand with entrepreneurs and businesses across Africa
- You are concerned with social issues and innovative approaches
- You thrive working in fast a growing environment and are flexible to adapt to changes
- You are open to working when and where the work needs doing (this occasionally includes weekends)

### Why work with us?

- Opportunity to create your own career path
- Purpose-driven organisation and role
- Get exposed to the realities of early-stage ventures. You will walk in the shoes of high potential entrepreneurs. Their success is our success!
- Learn about innovation across the continent and design your own personal and professional learning
- Become a member of a highly committed, international team
- Interactions with top entrepreneurs, senior executives, investors, funders and corporates
- We offer a good base salary with performance-based incentives

### Other information

This opportunity is based in Nairobi, Kenya. We will arrange a 6 months’ probation period with learning and performance objectives. We aim to select the candidate in December 2017 and have you join our team by – or before – January 2018.

## Want to apply?

- Send your CV in PDF format to [careers@growthafrica.com](mailto:careers@growthafrica.com) with the name of the role in the subject line
- Deadline for this application is **30<sup>th</sup> November**. If the role is not filled by then, we will still accept and review applications on a rolling base
- The selection process will involve a personality test and work assignments



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