



Job Description

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Job Title Director Corporate Services	Job Location Lusaka	Category -
Job Type Full Time	Job level Director / CXO	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 10 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

This role involves leading and managing the corporate functions of an organization, including finance, human resources, legal, and administrative services. The role focuses on strategic planning, governance, and ensuring that the organization's operational frameworks are robust and compliant with regulatory standards. Key responsibilities include optimizing resource allocation, enhancing organizational efficiency, and fostering a culture of continuous improvement to support overall business objectives

Responsibilities

- **Strategic Leadership:** Provide strategic direction for the organization's corporate services functions.
- **Financial Oversight:** Manage budgeting, financial planning, and reporting to ensure financial stability and compliance.
- **Human Resources Management:** Oversee talent acquisition, employee relations, and performance management systems.
- **Governance and Compliance:** Ensure adherence to legal and regulatory requirements, fostering a culture of accountability.
- **Operational Efficiency:** Streamline processes and systems to enhance organizational productivity and service delivery.
- **Risk Management:** Identify and mitigate risks related to corporate services and overall organizational operations.
- **Stakeholder Engagement:** Liaise with internal and external stakeholders to align corporate services with the organization's goals.
- **Policy Development:** Develop and implement policies and procedures for effective corporate governance.
- **Administrative Oversight:** Supervise administrative functions to support operational needs.
- **Continuous Improvement:** Drive initiatives for process improvements and innovation in corporate services

Education & Qualifications

- Bachelor's degree in fields such as Business Administration, Finance, Human Resources, Law, or a related discipline.
- A Master's degree or professional certification (e.g., CPA, ACCA, SHRM)

Requirements

- A minimum of 10 years experience with at least 5 years in a senior management role.

Characteristics

- **Leadership:** Ability to inspire, guide, and manage diverse teams.
- **Strategic Vision:** Forward-thinking with a strong focus on aligning corporate services with organizational goals.

- Analytical Thinking: Capacity to assess complex situations, analyze data, and make informed decisions.
- Integrity and Ethical Judgment: High ethical standards and commitment to governance and compliance.
- Adaptability: Flexibility to navigate and lead through organizational changes.
- Problem-Solving: Skilled in identifying issues and implementing effective solutions.
- Communication: Strong written and verbal communication skills for engaging with various stakeholders.
- Collaboration: Ability to work effectively across departments and with external partners.
- Innovation: Open to new ideas and approaches to enhance efficiency and effectiveness.
- Resilience: Maintains composure and focus under pressure

Reporting To

- Managing Director

Driving Licence

Not Required

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