



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Chief Operations Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

- Overseeing sales, marketing and business strategy
- Plan cost-effective business strategies and develop new ideas based on market and industry
- Managing Establishing company goals, KPI's to subordinate
- Knowledge of manufacturing processes and ERP
- Providing strategic advice to the CEO

This incumbent will possess a strong people management , Integrity, and strong character to best support the company

Responsibilities

- Responsible for increasing company revenue by identifying and developing new business avenues as well as expanding brand presence especially in the sustainability space (recycling) as well as look for other lucrative business opportunities for growth in Tanzania.
- Conceiving and implementing new business plans for the company after approval from the CEO.
- Analysing business potential and implementing plans to drive profitable sales, supplementing turnover and achieving desired targets for current operations.
- Cost minimization
- Plan and monitor the day-to-day running of business to ensure smooth operations and progress
- Lead cross-functional teams, manage existing partnerships, and evaluate company business potentially others identifying key growth sectors in Tanzania.
- Manage staff and establish and accomplish business objectives.
- Conduct weekly meetings with HOD's (weekly management meetings) and ensure issues are streamlined cross department while submitting weekly reports to the CEO
- Conduct oneself in an ethical manner in line with the laws of the country
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products for present and future.
- Oversee key hiring and mentoring, ensuring deliverance from staff and sometimes be required to reprimand or terminate based on low output or fraud.
- Supervise staff from different departments and provide constructive feedback.

- Prepare regular reports for upper management/ Board.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.
- Ensure legal and statutory compliance for the organization are met timely for all departments without reminders
- Oversee overall Operations/ General management while reporting to the CEO on a regular basis.
- Provide KPI's to subordinates and define job roles to meet company's growth objectives (target minimum 20% y-o-y growth)
- Ensure current systems are analyzed, streamlined and loopholes are covered swiftly without reminders from the CEO
- Ensure timely corrective measures are put in place as advised by external agencies such as auditors, lawyers, consultants and be accountable.
- SOP to be updated at least once a every 6 months to a year
- Ensure ERP is being maintained and used properly
- Prepare a business plan to be reviewed every quarter
- Oversee and coordinate with every department to ensure smooth operations and timely submissions of deadlines by HOD's and departments.
- Prepare a monthly operations MIS and compare to the business plan and bring it in line if off track.
- Ensure healthy growth of the business year on year keeping in mind the company's conservative approach to leverage
- Ensure timely payment of rent from the commercial real estate wing of the company and ensure new tenants are found and are retained.

Education & Qualifications

MBA or any related field

Requirements

- Strong and proven leadership and operational management skills.
- Negotiation skills.
- Strong business acumen.
- Proven experience as a General Manager or similar executive role
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- East African experience is essential
- Has exposure in the manufacturing space and has a technical background

Characteristics

- Detail-oriented and persuasive.
- Strong communication skills

Reporting To

CEO

Driving Licence

Not Required

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