



Job Description

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Job Title Head of Operations	Job Location Zanzibar City	Category Operations
Job Type Full Time	Job level Head of Department	Industry Real Estate
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 3 Years
Secondary Industry -	Primary Category Operations: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Head of Operations is responsible for overseeing the operational activities of our business, ensuring that the workforce is productive, formulating operating strategies, optimizing operational processes, ensuring regulatory compliance, supervising finance function and adhering to operational best practices and implementing new technologies.

Responsibilities

- Responsible for the company's administrative functions
- Executes budgets, controlling from an expenditure perspective
- Supervises the Finance department and HR & Administration departments
- One-stop interface to Shared Service Center (SSC) on operational matters, through appointed personnel
- Review, create and ensure adherence to all company policies whilst ensuring correlation with company strategies
- Responsible for instituting company processes, tools and standards with Shared Service Center (SSC).
- Accountable for company Improvement plan.
- Secretary of the company Executive Committee.
- Accountable for company Risk Register (operations).
- Creating strategies with senior management
- Overseeing compliance with regulations
- Interface with the SSC in all IT solutions and implementing new technologies
- Reporting on operational progress

Education & Qualifications

- **Education and/or Experience:** Bachelor's degree in business, finance, or business administration-related fields.

Requirements

- A minimum of (3) years of work experience as a Head of operations or in a similar role.
- Experience in overseeing finance operations, or understanding of business financial reports
- Experience business process management is an added advantage
- Experience in business processes management is an added advantage

Required Knowledge, Skills and Abilities

- **Finance Skills:** Ability to read, analyze and interpret financial reports such as balance sheet, P/L statements, budget and

budget variance reports, et all

- **Language Skills:** Ability to read, analyze, and interpret various business documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Negotiation Skills:** Ability to negotiate with suppliers and service
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical
- **Analytical Skills:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete
- **Computer Skills:** Knowledge of Spreadsheet tools, such as MSExcel, Google sheets, and document software Knowledge of G Suite preferred.

Characteristics

Other Skills and Abilities

- Proven experience as Head of Operations or another managerial role
- Knowledge of business functions
- Solid knowledge of data analytics
- Strong mathematical literacy
- Excellent organizational and leadership qualities
- A strategic thinker
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership abilities

Personal Attributes

- Teamwork
- Adaptability
- Proactiveness
- Leadership

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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