



# Job Description

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<b>Job Title</b> Head of Strategy & Sustainability	<b>Job Location</b> Dar es Salaam	<b>Category</b> Strategy Planning
<b>Job Type</b> Full Time	<b>Job level</b> Head of Department	<b>Industry</b> Banking
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Strategy Planning: 4 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The job purpose of a Head of Strategy and Sustainability is to lead the development and implementation of a comprehensive sustainability strategy, manage sustainability programs and projects, and engage with stakeholders to drive environmental and social responsibility and execution of Bank Sustainability Strategy and commitments. This role aims to reduce the bank's environmental footprint, ensure compliance with regulations, and enhance the bank's corporate social responsibility efforts while identifying opportunities for carbon emissions reduction and enhanced risk management.

## Responsibilities

Financial 10%

- Ensure that all the projects are being tracked and reported on a regular basis and are delivered within budget
- Alignment of project goals and outcomes to corporate strategy

Internal business processes 70%

- Program Development: Develop and implement a comprehensive carbon audit program in line with the bank's sustainability goals.
- Data Collection and Analysis: Coordinate gathering, analysis, and evaluation of data related to energy consumption, emissions, waste generation, and other relevant environmental metrics.
- Emission Assessment: Manage annual carbon audits to measure and report the bank's carbon footprint.
- Regulatory Compliance: Ensure compliance with relevant carbon reporting standards, laws, and regulations, and stay up-to-date with changes in environmental legislation.
- Risk Management: Identify and address risks associated with sustainability efforts, including those related to reputation, supply chain, and environmental impacts.
- Emission Reduction Strategies: Work with various workstream leads to identify opportunities for reducing carbon emissions and develop strategies to achieve emission reduction goals.
- Cross-Functional Collaboration: Direct collaboration with various departments and teams to implement sustainability initiatives and promote awareness and engagement in carbon reduction efforts.
- Stakeholder Engagement: Engage with internal and external stakeholders to communicate carbon audit findings and collaborate on emission reduction strategies.
- Reporting and Documentation: Establish key performance indicators (KPIs) to assess the effectiveness of sustainability programs, and regularly prepare and submit accurate and timely Project updates which will include carbon emissions reports. Also, maintain comprehensive documentation of the carbon audit process
- Monitoring and Tracking: Continuously monitor and track progress on initiatives geared toward carbon reduction targets and

adapt strategies as needed.

- Environmental Impact Assessments: Work with various workstream leads to conduct environmental impact assessments to understand the effects of carbon reduction initiatives on the bank.
- Employee Training and Engagement: Educate and involve employees in sustainability initiatives, fostering a culture of sustainability within the bank.

Customer 10%

- Build and maintain positive working relationships with business and technical teams; serve as a resource for technical or business expertise and advice on strategic priorities and projects.

Learning and growth 10%

- Completion of at least 1 technical skills/certification

**Stakeholder Management:** key stakeholders that the position holder will need to liaise/work with to be successful in this role.

Internal

- Specific departments within the assigned portfolio
- Senior management and employees

External

- Contracted Vendors
- Suppliers and Partners
- Regulatory Authorities
- Environmental and Social NGOs
- Local Communities
- Media and the public

Make proposals and advise on the following:

- Business process/product changes
- Project implementation costs
- Dealing with compliance exceptions against business policy/procedure and applicable Laws and regulations

## Education & Qualifications

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**Academic:**

- Bachelor's degree in Environmental Science, Sustainability, Legal, or a related field. A Master's degree in Sustainability Business, IT, or Operations would be an added advantage

**Professional:**

- Certification in carbon auditing, sustainability, or related areas is a plus
- Business Analysis & Project Management Training (Certification is an added advantage)
- Proficiency in office automation and MS Projects

## Requirements

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- 3-4 years of experience in carbon auditing, environmental management, or sustainability
- Good understanding of technology and various platforms and systems

## Characteristics

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**Technical Competencies**

- Advances project management and technical skills to effectively perform assigned activities/tasks in a manner that consistently achieves high-quality standards or benchmarks.
- Strong understanding of environmental regulations, carbon reporting standards, and greenhouse gas protocols.
- Proficiency in data analysis and environmental impact assessment. - Excellent project management and communication skills.
- Ability to work independently and as part of a team.
- Proficiency in planning and organization skills to effectively organize and schedule events, activities, and resources.
- Writes in a clear and concise manner, using appropriate grammar, style and language for the leader. Good in project

management documentation.

### **Behavioural Competencies**

People

- Strong problem-solving abilities
- Attention to detail
- Strong teamwork and personal leadership skills.
- Persuasion skills to influence convince or impress others in a way that results in acceptance, agreement or behaviour

Customer Focus

- High customer experience satisfaction index
- Product and Process improvement benchmarks
- Sustainable Continuous Improvement Framework

### **Reporting To**

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- Managing Director

### **Driving Licence**

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Not Required

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