Job Description

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Job Title
Senior Coordinator: Strategy

Job Location
Dar es Salaam

Category
Business Consultant

Job Type
Full Time

Job level
Intermediate

Industry
Business Services / Consultancy

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Business Services / Consultancy: 3 Years

Secondary Industry
-

Primary Category
Business Consultant: 3 Years

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Senior Coordinator: Strategy will recommend educated and measurable steps to achieve overall business growth, while focusing on a multitude of individual and overlapping projects. To accomplish this, you will create financial and statistical models to show company executives the return of certain investments or other financial recommendations. The recommendations may involve making changes to internal operations, suggestions in product development or repricing strategies.

A substantial part of your work will revolve around conducting data analysis of the organisation, as well as the overall industry to make key conclusions for comprehensive recommendations. Following approval, you will work closely with other department heads to set the plans into motion. This involves working with the finance department to create budgets, collaborating with Human Resources to hire or train additional staff, working with the development team to make suggestions for new products, and individual team goals, and break them down into actionable steps for employees to complete.

Responsibilities

Strategy (40%)

- Contribute to existing strategic planning process
- Identify growth opportunities across all Business verticals
- Assess existing markets, ancillary market, and macro-economic trends
- Assess industry and competitive landscape
- Develop senior and Board level presentations
- Research and analyse new markets for growth opportunities
- Participate in departmental goal setting and budgeting process
- Conduct Annual Review to assess our Strengths and Weaknesses
- Innovate on ideas to improve operational effectiveness
- Design policy documents as needed

Execution (60%)

- Hold regular meetings with functional heads for alignment and monitoring of business objectives
- Host monthly Strategy Meeting for Leadership team to update on progress made

- Build long-term stakeholder relationships as part of our business development strategy (clients, media, government, ecosystem players, candidates)
- Build a quality relationship with internal customers
- Use cutting-edge Project Management tools to oversee multiple internal projects
- Drive the organisation's ISO certification process
- Independently managing large projects and programs, operational excellence and transformation projects in areas such as: performance improvement, cost-optimisation, cultural changes, business and back-office transformations, IT transformation
- Design and implement the company's future operating model with the necessary processes, policies and tools
- Ensure project/departmental milestones/goals are met and adhering to budgets

Education & Qualifications

Any Degree Qualification

Requirements

- 3 years of experience in a strategic consulting role
- Strong Project Management Skills
- Critical thinker and problem-solving skills
- Strong analytical skills and ability to conduct detailed research
- Ability to write clear & concise reports that are easy to understand
- Strategic thinker who spots trends and a change champion
- Ability to multitask & manage time effectively
- Excellent interpersonal and communication skills
- Fluent English & Kiswahili

Characteristics

- Highly organised
- Detail-oriented
- Ambitious & Assertive
- Energetic & Enthusiastic
- Confident
- Highly persuasive
- Good with excel and numbers
- Strong decision making and problem- solving skills
- Innovative

Reporting To

Strategy Partner

Driving Licence

Not Required

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