

Job Title:	MD's Advisor	Reports to
		❖ Managing Director
Department:	Office of the Managing Director	

Job Purpose:

To assist the Managing Director in handling overseeing principal duties including being the liaison between the Managing Director's office and the executive team, connecting different business and operational departments with the MD's office and ensuring that all key projects and milestones are tracked and reported upon.

Key Responsibilities and Job Dimensions

Key Responsibilities

- ❖ Collaborate with the leadership team to determine and prioritise business strategies and projects, ensuring quality and timely delivery of expected output to the Managing Director.
- ❖ Manage the productivity and increase the effectiveness of the Managing Director's office.
- ❖ Provide ongoing support to the Managing Director on tactical execution of key identified issues to drive focus on more strategic challenges and better optimize use of time.
- ❖ Document strategic meetings and act as analyst and decision-framer on one hand, and project manager, change agent, and coach on the other to ensure the Managing Director's involvement in project or decision-making processes takes place at key times, where input and decisions are most needed.
- ❖ Gather information on operational issues and inform the Managing Director to facilitate decision making.
- ❖ Assist and communicate with executive team in decision-making, project management, and initiative implementation.
- ❖ Improve current processes and coordinate organisational procedures for optimised efficiency and productivity.
- ❖ Oversee daily operations of the Managing Director's office through collaboration with departmental head, executing on tactical matters that enhance the Managing Director's efficiency.
- ❖ Provide the Managing Director and the leadership team with insight and analysis based on data to be able to make effective decisions.

Decision Making / Job Influence

The role is responsible for providing strategic advice to the Managing Director to support the execution of short, medium, and long-term tactical and strategic milestones.

Working Conditions

The role requires frequent business travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- ❖ Master's degree in Business Management, Project Management, Finance, Economics, Engineering, or any other related field.

Professional Qualifications / Membership to professional bodies

- ❖ Certification to accredited professional bodies, is desirous.

Relevant work experience required

- ❖ At least eight (8) years of experience in a business or executive role with proven experience organizing and directing multiple teams at C-Suite level, project co-ordination and execution in banking or development finance institutions.
- ❖ Bi-lingual in English and French with good working knowledge of either.

Functional Skills:

- ❖ Relationship Management
- ❖ Critical thinking and problem solving
- ❖ Advanced Microsoft Packages literacy
- ❖ Project Management
- ❖ Business Acumen
- ❖ Advanced Data Analysis and Reporting

Behavioural Competencies/Attributes:

- ❖ Initiative and resilience
 - ❖ Honesty and integrity
 - ❖ Innovative and creative
 - ❖ Proactive and confident
 - ❖ Adaptability and decisiveness
 - ❖ Communication and networking
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- ❖ Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: hr@shelterafrique.org
 - ❖ Applicants must indicate the position for which they have applied in the subject line of their email. The deadline for submission is 12th May 2023 however, applications will be reviewed on a rolling basis and suitable candidates may be contacted before the submission deadline
 - ❖ Only shortlisted candidates who meet the above requirements will be contacted.
 - ❖ We invite you to learn more about Shelter-Afrique and this role by visiting our website: <http://www.shelterafrique.org>
 - ❖ Shelter Afrique is an Equal Opportunities Employer.