



EXCELLENT CAREER OPPORTUNITY – CHIEF OF STAFF.

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the insurance and reinsurance industry within the Region. We are seeking a high caliber knowledgeable and results-oriented professional for the position of Chief of Staff.

Job Purpose

To provide strategic and operational support to the Managing Director & CEO in shaping the company's strategy and driving its implementation, enhancing organizational efficiency, and ensuring seamless operations.

Responsibilities & Accountabilities

- **Strategic planning and execution:** Coordinate and manage the strategy development process and drive flawless execution of strategic initiatives, projects, and tasks, including monitoring progress, analysing data, ensuring follow-through, offering requisite support, and sustaining the momentum needed to drive strategic initiatives.
- **Decision Support:** Define, monitor, and report on key business metrics to enable insight driven decision-making, identify and advise on improvement areas, conduct research to identify growth areas and create organizational development plans.
- **Communication:** Function as a liaison between the Managing Director & CEO (MD) and internal/external stakeholders, prepare and facilitate effective communication for different audiences, proactively follow up and address emerging issues and bridge any communication gaps internally and externally.
- **Relationship management:** Build and maintain strong relationships with key stakeholders internally and externally and continually seek ways to draw maximum value from the relationships.
- **Operational excellence:** Serve as the point of contact and integrator of the different departments to drive seamless delivery of the strategic initiatives and streamline the company's operations and decision-making processes to ensure optimal efficiency and productivity.
- **Leadership support:** Function as a key advisor to the MD, providing information, insights, and recommendations, manage and coordinate cross-functional teams to collaboratively execute organisational priorities, plan and manage all MD's priorities and represent the MD in meetings and discussions when necessary.
- **Project management:** Oversee key projects and initiatives, as guided by the MD, to ensure timely and successful completion and provide project updates to the executive team.
- **Reporting:** Create and operate a reporting system that allows for timely flow of necessary data and information into the MD's office from all relevant departments and direct reports.

Minimum Requirements

- Master of Business Administration (MBA) or bachelor's degree in business administration, management, or related field and at least ten (10) years relevant experience.
- At least 8 years of experience in a senior management or executive support role, preferably as a Chief of Staff or in a similar capacity.
- Proven history of successful project management and strategic execution.
- Strong integrator, networker and communicator fostering a collaboration culture.
- Strong analytical and problem-solving abilities.
- Proficiency in data analytics, project management and collaboration tools and technology.

Competencies and Attributes

- High level of emotional intelligence, integrity, discretion, and ability to manage confidential information.
- Strong leadership and influencing skills.
- An entrepreneurial spirit and proactive attitude
- Ability to thrive in a fast-paced and dynamic environment.
- Trouble shooting and keen judgement.
- Diplomacy.

Relationships and working contacts.

Internal – Managing Director, EXCO, Staff

External – Partners, Development agencies, Government bodies, Professional Associations

Work Environment

Office based.

Candidates who meet the above requirements should submit applications to the HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic & professional qualifications, current **remuneration** and three referees by Wednesday, 14th February 2024 to: recruitment@zep-re.com

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED