

## Are you ready to join us to scale water, sanitation and hygiene businesses and innovations in East Africa?

4<sup>th</sup> August 2022

OPERO Services is hiring for an

### **Director of Operations and Finance**

**Location:** Nairobi, Kenya- work up to 70% remotely/work from home if preferred

**Reports to:** CEO

**Supported by:** Finance and Operations Assistant

### **About OPERO**

OPERO Services is a Kenyan based social enterprise with a mission to Scale WASH Enterprise and Innovation. Founded in 2019, we now have a staff of 5, and hubs in Nairobi and Kisumu. We combine business development services with engineering solutions and market knowledge to work toward our vision of a thriving WASH private sector in East Africa. Since our inception 3 years ago we have completed 15+ consultancy projects, supported 13 local WASH businesses, leveraged \$750,000 of investment for the Kenyan WASH private sector and designed and trialed 5 WASH innovation projects in our Kisumu WASH Hub. We have ambitious goals in this sector for the years ahead.

### **Role Description**

OPERO Services Ltd is seeking a **Director of Operations and Finance** to bring systems, structures and strategies to our growing business. This hire will work hand in hand with the CEO and is a most critical hire toward the success of our business. As a team of primarily WASH experts, we now look forward to bringing a **'performance' and leadership expert** to our team to ensure that we deliver professional, high quality and efficient services to our clients, while becoming firmer in our own strategic direction. We are seeking an experienced, results driven, energetic leader with the patience for a 'start-up' company and passion to create systems and structures in the name of efficiently reaching our goals.

## Accountabilities

You will be responsible for all operational, administration, financial and procurement processes within OPERO Services and will work closely with OPERO's Director and administrative staff to strengthen our service delivery and impact.

The Director of Operations and Finance will:

- Establish strong and rigorous structures and systems to streamline OPERO's service delivery across human resources, project management, finance and administration
- Monitor and provide visibility on project performance in terms of both finances and impact
- Establish and maintain financial management and accounting control systems for company expenditures
- Support in bid development and writing

## Skills and Qualifications

### Qualifications

- Minimum 7 years of work experience in operations, finance management, administration and/or project management
- Proven track record in business strategy, operational integrity and efficiency
- Experience in creating structures, processes and systems in early stage businesses
- Demonstrated experience of team leadership

### Essential Skills

- Exceptional leadership skills – you will not be managed, you will lead your portfolio
- Details orientated with a commitment to excellence
- Execution oriented - driven to get things done on time and on budget
- HR management and performance improvement
- Familiarity with project management tools and accounting software
- Strong communicator comfortable in public facing roles

### Desirable Skills

- Coaching others and a commitment to people development
- Investment evaluation and management
- Strategic management capabilities and problem-solving skills
- Team Orientated
- Quick learner with interest in growth

**Note:**

- Your educational background is not critical if you have the proven results and work experience
- Experience in WASH is not essential
- Positive and energetic candidates preferred!

## Compensation

Compensation available for this role is widely variable according to candidate experience. As such we want to leave scope for early stage candidates who can grow with us, and more senior candidates who dive in and drive our performance immediately.

Overall, compensation will be dictated by experience, your ability to feed into revenue generating activities, and how quickly you can streamline OPERO project delivery and drive efficiency. Access to learning, development and travel opportunities is a priority for OPERO and will be made available to the candidate.

At OPERO we prioritize a work life balance and offer candidates a flexible and independent work environment where they are responsible for their own time management. Candidates may work from home up to 70% of the time.

## Organizational Values

Any candidate considering an application should consider their alignment with our organization values:

- **Passion** - we work with energy and enthusiasm for goals we believe in
- **Practical** - we work with purpose and a plan toward useful outcomes
- **Efficient** - we seek the most efficient route to get things done
- **Balance** - we are committed to a work-life balance
- **Professional** - we always aim to blow our clients (and each other!) away with high quality work

For us, **success is seeing other people do well**. If you are passionate about the same, please apply. Your contribution toward this will be to drive our efforts toward efficiency and professionalism for the organization and seeing success for both our staff, and the companies we work with.

## How to Apply

To apply, please submit your CV and cover letter to [info@opero-services.com](mailto:info@opero-services.com) by 26<sup>th</sup> August 2022. Other attachments that demonstrate your abilities and help you to stand out are welcome. You can see our work on [www.opero-services.com](http://www.opero-services.com). Our Project Portfolio will give you insight of our work to date.

Shortlisted candidates will be informed by 9<sup>th</sup> September and contacted to take place in a phone screening prior to in person interviews.

Note – we also have upcoming roles that will be advertised in the next month.

1. Communications Manager
2. Business Development Manager