



Chief Operating Officer (COO)

Purpose of the Position:

The Chief Operating Officer (COO) at the Endangered Wildlife Trust is responsible for overseeing the overall business operations strategy which is crucial for our growth and success. The COO is a crucial member of our senior management team, and reports to the Chief Executive Officer (CEO). The COO will manage and control diverse business operations and functions and must be ambitious and self-driven, a hardworking and inspirational leader.

The COO is responsible for providing leadership and management support to EWT's conservation activities across southern and East Africa, as well as to the EWT's Support Services.

1. Key Responsibilities:

- Developing and leading the implementation of an operations strategy to minimise risk and enhance operational effectiveness of all the EWT's projects and activities to achieve our Vision and Mission.
- Critically reviewing the effectiveness of all EWT activities for maximum efficiency and minimal risk, with steps put in place to achieve both.
- Providing strategic and operational oversight and management of all risk areas, including managing the risk matrix and regular risk assessments for all EWT activities.
- Designing, planning, and implementing best practice operational strategies, plans, and procedures to optimise the EWT's operating capabilities, support efficient and cost-effective operations, and enable sustainable growth.
- Establishing policies and procedures that promote company culture and vision, including but not limited to Health and Safety, and policies relevant to the EWT's property holdings.
- Overseeing daily administrative operations and the work of relevant reporting lines to ensure excellence. These include but are not limited to the IT, office administration, property management, fleet management, and HR functions in the EWT.
- Develop new and improved existing SOPs for programmes, all EWT offices, and properties.
- Ensuring accountability and delivery across all divisions in the EWT through strong leadership, mentorship, and staff motivation.
- Creating reports and information packs, as required, for management and the Board and its subcommittees.
- Enabling and driving a culture of efficiency, professionalism, and excellence across all divisions with the key focus being delivered on time, within budget, and aligned to best practice requirements.
- Managing all EWT fixed assets and property portfolio, as well as the EWT fleet.
- Taking the lead in ensuring operational success in new and expansion activities.
- Maintaining excellent relationships with partners and associates.
- Supporting the business development team where necessary in all events, partnerships, and fundraising activities.

2. Minimum Qualifications, Experience, and Competencies Required:

- Degree in business, commerce, science, or any relevant field to the EWT's focus areas.
- Min 8-10 years of experience in a Senior Management position at the executive level, focusing on the management of a complex company's operations.
- Min 5 years' experience in the Information Technology industry, with a good understanding of IT solutions and Software Development Life Cycle (SDLC).
- Solid experience in human resources and personnel management.
- Previous experience in a senior and strategic role, in a large NGO or medium to large business.
- Previous business development and staff management experience

3. Personal Attributes and Interpersonal Skills:

- Excellent management and leadership skills
- Strong knowledge of corporate governance
- Excellent communication (written and verbal) and presentation skills
- Excellent interpersonal and stakeholder management skills
- Strong conflict management and negotiation skills and experience
- Strategically focused with strong critical thinking and reasoning skills
- Highly resilient and adaptable
- Ethical, authentic leadership
- Solutions orientated with excellent problem identification and problem-solving skills

4. Why work for us?

By working for one of the most effective conservation NGOs in the region, working for the EWT offers the opportunity for growth, personal satisfaction, and fulfillment. We are a highly congenial organisation with a focus on staff empowerment, individual development, and building strong relationships. This position is based at the EWT head office in Johannesburg and, in line with EWT policies, we offer flexible working hours and arrangements, competitive salary and benefits (in line with our sector), and a chance to be part of a strong team of committed conservationists.

To apply, please click on the link form <https://forms.office.com/r/ZRCfgqvcbp>.

Applicants who have not been contacted within 10 working days of the closing date must please assume that their application was unsuccessful. The EWT reserves the right not to make an appointment. All applications will be treated in the strictest confidence.

Closing Date: 26 July 2022