

OPERATIONS OFFICER

Company Overview

The Pharo Foundation (“the Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self-sustaining businesses, which focus on job creation.

Headquartered in London, the Foundation has an operational Head Office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Pharo Ventures Somaliland is a privately owned international holding company registered under Somaliland Investment Law NO: 29/2004, with subsidiaries in Fisheries, Agriculture, Construction and Primary Processing.

Position Summary

Closely working with Pharo Ventures Manager and Investment Analyst, the Operations Officer monitors daily activities of the office operations. He/she collects, reviews and assesses business information from a variety of sources and drafts and edits routine and periodic reports.

Job Title: Operations Officer
Reports to: Pharo Ventures Manager
Job Location: Hargeisa, Somaliland
Contract: Permanent

Functional Relationships:

- Pharo Ventures Somaliland Team
- Investment Analyst, Nairobi.

External Relationships:

- The Pharo Foundation team in Somaliland
- Government Authorities.
- Customers, suppliers and service providers.

Key Duties and Responsibilities

- Oversee and direct daily company administrative processes and procedures as assigned by the line manager.
- Ensure company policies align with business objectives and train staff in policies and procedures.
- Support in setting goals for staff, monitoring their progress and conducting periodic performance reviews.
- Promote services and products of the ventures to help achieve business goals and maintain customer relationship.
- Assist in strategically mapping-out and planning business ventures.
- Collect, analyze and synthesize key data and market information related to the implementation of Pharo Ventures intended activities and contribute the best(s) way to move forward.
- Support pre-investment strategy analysis, business plan development and financial modeling.
- Develop improved business functionality that increases profits and improves quality, efficiency and productivity.
- Track and maintain budgets of operational costs.
- Generate and analyze monthly financial reports for the ventures and ensure that advance requests are timely submitted to the headquarters.
- Contribute to innovation of new products.

Qualification Requirements

- Bachelor's degree in business or related field.
- MBA, MCom or related preferred but not required.
- 3+ years' experience in a fast-paced business environment required.
- Strong business acumen.
- Acute understanding of resource allocation.
- Proficiency with MS Office Suite and general computer skills.
- Good communication in both English and Somali.

Application Procedure

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to Apply:

Interested candidates, who meet the above requirements, should submit their application through email to applications.SL@pharovertures.com with subject line "**Application for Operations Officer.**"

Requirement:

1. A detailed CV and Cover letter to explain the experience you have gained that makes you believe that you are the most qualified candidate for the role.
2. A list of minimum three references with current email address and phone number.