



1 in 4 people do not have access to electricity

*We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.*

## **JOB DESCRIPTION: HEAD OF OPERATIONS**

(Internal Advertisement)

**Job Location:** Nairobi - Kenya  
**Reporting to:** Managing Director, Kenya  
**Job Tier Level:**

### **Position Description**

The incumbent will drive strategy implementation, lead and develop a new business planning function by providing cohesive and comprehensive strategic planning, process management and reporting across the business. The successful individual must demonstrate strong previous experience in a planning function or role.

### **R&Rs**

- Provide the business with performance reports on all key KPIs
- Prepare weekly and monthly performance presentations for Commercial Reviews.
- Track, measure and evaluate all key KPI's of new product launches
- In liaison with HODs, forecast, plan and monitor the country's OPEX and budget.
- Work closely with the BI team to ensure that all reporting requirements are taken in to account.
- Manage, coach and develop a highly motivated team of analysts.
- In conjunction with HODs, drive and own business processes, policies and documentation.
- Ensure training needs for various functions of the organization are met for seamless process alignment
- Track and ensure implementation and compliance to organization policies
- Provide Group office with updates on the Department's initiatives and performance outcomes.
- Support the country teams in developing and implementing strategies and initiatives by providing clarity to other departments, Channel Partners and the field sales team.
- Engage with various departments to get feedback on the business processes and seek opportunities to drive improvements



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### **Desired Experience**

- Between 5 – 8 years of experience in operations and or business analysis
- Relevant undergraduate degree from a recognized university
- Demonstrated success in a business analytics, commercial finance, business operations, or similar role.
- Ability to understand high-level business strategies, translate them into system and process requirements, and ensure local execution and business impact.
- Highly Analytical and demonstrated ability to extract key business insights through data analysis.
- Computer proficiency, especially competency with Microsoft Office (Excel, word & PowerPoint), experience with data visualization tools e.g. tableau or power BI is an added advantage
- Superior verbal and written communication skills, with an emphasis on tact and diplomacy

### **Behavioral Competencies**

- Self-starter (ability to work independently) with good prioritization skills
- Business driven, people focused, with exceptional influencing skills; excellent organizational, project management, multi-tasking, presentation and time-management skills
- Highly detail oriented
- Passion for social enterprise and people development

### **How to Apply**

Candidates who meet the requirements should submit their CV and cover letter to:

[recruitment.kenya@dlight.com](mailto:recruitment.kenya@dlight.com) before 22<sup>nd</sup> December 2020.

### **About d.light**

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit [www.dlight.com](http://www.dlight.com)

