

CHIEF OF STAFF

**FOUNDERS
FACTORY.
AFRICA**

May 2022

**BUILDING THRIVING AFRICAN STARTUPS.
TO BUILD AFRICAN PROSPERITY.**

About us

We're building the most powerful growth engine for African startups and their founders. Founders Factory Africa (FFA) is unlike any place else you've ever worked. We are venture builders dedicated to solving some of Africa's biggest challenges and capitalising on it's incredible potential by leveraging market and tech opportunities.

Over the next five years, we'll build 40 businesses from scratch and scale 100 existing growth-stage ventures through our venture development programs. Backed by leading corporations, such as Standard Bank – the continent's largest bank – we have access to their vast resources, infrastructure, and expertise and will bring those to bear for all our ventures and entrepreneurs. Starting with FinTech and HealthTech, FFA will expand our focus as we grow, adding other sectors that include retail, transportation, energy, and education.

To find out more about our approach, including our Build and Scale programmes, please click [here](#).

Our Culture

Our goals are audacious, and we want to work with people who share our passion for pursuing transformation at scale. We believe that good ideas can come from anywhere - not just the top - and we love to build our way out of uncertainty. At FFA, you will work with and meet outstanding and diverse talent from across the continent and help us build a collaborative, inclusive, and supportive network. You will work faster (and learn faster) than you ever have before. With offices in Johannesburg, Lagos and London, we are building an ambitious, talented, and passionate team, ensuring that Founders Factory Africa is the continent's best partner for founders.

To learn more about the team at FFA, please click [here](#).



CHIEF OF STAFF JOB DESCRIPTION

Role Overview

We're looking for a Chief of Staff that will work closely with our CEO and the leadership team. The position supports the CEO to effectively achieve his strategic objectives by orchestrating the CEO's program on a tactical and operational level, which includes managing the day to day strategic imperatives, projects, communication, implementation of key engagements, reporting on and coordinating the deliverables of executive management and stakeholder requirements. This will allow the CEO to focus on providing the desired strategic leadership and guidance to FFA.

An effective Chief of Staff will understand the needs, challenges and requirements of the CEO and will execute them proactively. The incumbent must maintain a high degree of confidentiality and integrity. Our environment is fast paced, so the ideal candidate should be able to embrace the pace and learn to work with some level of ambiguity, maintaining momentum over perfection.

Responsibilities

- Assist CEO in managing and building our Portfolio through:
 1. tracking operational performance, and
 2. preparing research and analysis.
- Track, follow up and help drive the completion of key deliverables with all relevant stakeholders i.e., senior leadership team, Board committees, monthly shareholder meeting attendees.
- Act as a liaison for the CEO's direct reports.
- Receive and respond to sensitive correspondence while also being a custodian of documents and records.
- Conduct in-depth research and prepare documents for review and presentation by boards of directors, committees and executives.
- Manage Board processes, meetings and provide logistics support to the CEO's office.
- Preparing briefs for meetings and all forms of engagement by the CEO, providing necessary cover where required including the actioning of matters arising.
- Facilitate the accessibility of the CEO and open lines of communication with all levels of staff.
- Prepare reports, memos, letters, and other documents on behalf of the CEO.



PERSON SPECIFICATION

Essential Skills, Experience and Qualities

- Bachelor's Degree with at least 3 years' experience in innovation, investment analysis, or strategic growth.
- Strong strategic thinking and analysis capability.
- Excellent written and verbal communication skills.
- Highly collaborative working style with strong interpersonal skills, the ability to build good working relationships with a wide range of people at all levels.
- Ability to prioritise and handle multiple tasks simultaneously in time critical situations.
- Ability to meet deadlines in a fast-paced environment and operate with a sense of urgency.
- Excellent decision-making and creative problem-solving skills.
- High proficiency in using G-suite products, including the production of reports and presentations.
- High level of discretion with integrity.
- Immaculate organisational, project management/planning, and time management skills.
- Experience solving complex challenges across complex environments.
- Knowledge, enthusiasm and interest in investment, technology and start-ups, especially in Africa.
- General understanding of geographies and global emerging markets.
- General understanding of how business operations like HR and Finance support business efficiency and effectiveness.
- Ability to achieve outcomes whilst dealing with ambiguity.
- Eager to learn, super curious with a growth mindset.
- Ambitious, empathetic, and hugely passionate to achieve our mission.



Terms and Conditions

Contract type:	Permanent
Hours:	Full-Time
Location:	London (or possibly South Africa)
Salary:	£44,000 - £63,000 depending on experience
Annual Leave:	25 days
Travel:	Frequent travel
Other Benefits:	Employee share option scheme (ESOP)

How To Apply:

To have an informal discussion about the opportunity, please contact Ami Jenick at People Beyond Profit on ami@peoplebeyondprofit.co.uk or 07957316541.

Founders Factory Africa is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

To formally apply to the Chief of Staff role, please upload your CV and a 2 page supporting statement covering why you are interested and how you meet the points on the Person Specification via the following link:

<https://www.peoplebeyondprofit.co.uk/jobs/FFA/COS>

Closing Date: 30 May 2022

People Beyond Profit Interview Dates:
Applications will be assessed on a rolling basis

FFA Interview Dates: 10 June 2022