

Chief Operations Officer

KENYA FLOWER COUNCIL

Organization	Kenya Flower Council
Type	Full Time
Application Deadline	23 rd August 2024
Master's Degree Required?	Yes
Email	recruitment@optimumoptions.co.ke

JOB DESCRIPTION

The COO plays a key role at the Kenya Flower Council (KFC) in helping shape and deliver on the strategic imperatives of the organization. Reporting to the CEO, the COO is a member of the management team.

Job Title	CHIEF OPERATIONS OFFICER	
Job Holder	Vacant	
Workstation	Main Location NAIROBI	Travel (Tick as appropriate) Frequent Travel
Reports to	CHIEF EXECUTIVE OFFICER	
Job Purpose	The COO role is the Company's second in Command and is responsible to oversee the organization's ongoing operations and procedures and efficiency of business. The COO role is a key member the senior management team, reporting to the Chief Executive Officer (CEO). The goal of the COO position is to secure the functionality of business to drive extensive and sustainable growth.	
Duties & Responsibilities	<ul style="list-style-type: none">• Supervise Finance and Administration Manager; Membership and Advocacy Manager, Strategic Communications and RP Manager; and Technology Manager.• Translate strategy into actionable steps for growth, implementing organization-wide goal setting, performance management, and annual operations planning.• Oversee operational policies and procedures.• Oversee day-to-day operations.• Ensure effective recruiting, onboarding, professional development, performance management, and retention.• Oversee planning, maintenance and efficiency.• Prepare operational reports and management reports.	

	<ul style="list-style-type: none"> ● Ensure compliance to company, state and other legal regulations and rules. ● Analyzing and interpreting data and metrics on organization financial position and human capacity. ● Head outreach and business relations. ● Review budgets and staffing. ● Assist CEO in fundraising. ● Report important matters to the CEO. May stand in for the CEO, if the CEO is out of the office or otherwise engaged.
Key Performance Indicators	<ul style="list-style-type: none"> ● Effective Communication within KFC ● Efficient and effective policies, procedures. ● Innovative and Facilitative systems for KFC work ● Effective Business operations / Management
Physical and environmental demands	Management by Walking around, occasional travel, when necessary, ability to put in long hours where necessary.
Qualifications and experience.	<ul style="list-style-type: none"> ● Master's degree in Business Management, Project Management or related study. ● Bachelor's Degree in Management, Project, Finance, HR, Economics, or any other relevant field. ● 10 years of experience in Top-level Management. ● Financial Management and Resource mobilization skills. ● Leadership and Team Management.
Knowledge And Skills	<ul style="list-style-type: none"> ● Ability to analyze internal operations and identify areas for process enhancement. ● Experience Implementing business strategies and plans that align with the short- and long-term objectives developed in tandem with CEO. ● Monitoring performance and taking corrective measures when necessary and preparing detailed updates and forecasts for the CEO. ● Ability to build and maintain trusting relationships with key customers, clients, partners, and stakeholders. ● Growth Mindset, Innovative and Creative mindset.
Personal Attributes	<ul style="list-style-type: none"> ● High integrity and Transparency ● Report writing and presentation skills. ● Planning and organization skills. ● Ability to drive change and innovation.
Professional certification required	Membership to a professional body.