CHIEF OPERATING OFFICER

Boys & Girls Clubs of South Africa seeks to appoint a Chief Operating Officer (COO), to be based in Johannesburg, South Africa. The purpose of the Chief Operating Officer is to oversee, direct, and organize the work of all internal organizational operations, ensuring operational cohesion and a high standard of functioning within Program Delivery, Finance, Human Resources, Technology, Communications, and Club operations. The COO will support the achievement of BGCSA’s growth targets, as well as the promotion and fulfillment of BGCSA’s mission and vision. The COO will contribute significantly to the organizational design and scaling systems, people, and processes as the organization seeks to fulfill its 2020 vision.

Salary: Competitive for the sector, but based on experience

Responsibilities:

Organizational Development & Design
- Oversee design and implementation of organization-wide policies and processes, consolidating efforts to ensure efficient operations as the organization scales

Club Operations
- Oversee operations of all program sites (currently 7) and their respective leadership

Financial Management & Budgeting
- Overseeing finances and financial systems, managing costs against budget
- Manage procurement, consolidate and create efficiencies in purchasing and securing beneficial rates for services

Human Resources Management
- Manage performance of all direct reports to ensure high staff performance and retention
- Overseeing the implementation of human resource policies, including fair remuneration, evaluations, contracting and training

Facilities, Technology, and Infrastructure
- Oversee facilities, health & safety, IT infrastructure, and organizational assets

Requirements:

Relevant degree in Business Management, Development Studies or a related field or proven experience in same; prior consulting experience a plus
- 8-10 years of experience in a senior operations / leadership position
- Interest in and alignment to BGCSA’s vision and values
- Experience scaling a small business, NGO, or other entity preferred
- Significant experience in Finance and HR Management is required; Knowledge of Pastel Payroll and Sage Accounting software experience a plus
- Strategic and analytical thinker; proactive and performance-orientated
- Organized, self-reliant, good problem-solving, results-oriented, multi-tasker with superior management skills and judgment
- Written, verbal and interpersonal skills
- Presentation skills and the ability to effectively interface with all team members and stakeholders
- Computer literacy skills with advanced knowledge of Excel
- English required, and an African language required
- Valid driver’s license and own vehicle required

Salary will be commensurate with experience, but competitive for the NGO Sector. BGCSA provides risk coverage and matches employee contributions to a Provident Fund.

By applying for this position, the applicant understands, consents, and agrees that BGCSA may solicit a credit and criminal report, check professional references, and may verify the applicant’s educational qualifications and employment history.