



CHIEF OPERATIONS OFFICER POSITION

Location: Zithulele Village, Mqanduli Eastern

Cape

Application closing date: 01 July 2022

Start date: August 2022

Salary range: R 40 000 - R 48 000 Total Cost to

Company

Reporting to Executive Director



Axium Education, founded in 2009, currently serves 4000 learners across two education districts in the Eastern Cape Province of South Africa. Based in the rural village of Zithulele, its vision is to see every rural student leave school with purpose, agency and options. The organization has ambitious plans to grow its quality and reach over the next three years through partnerships with the government, donors and other non-profit organizations.

With these growth plans in mind, Axium is looking for a dynamic Chief Operating Officer who is passionate about our mission and has the appetite, experience and expertise to make a success of this important role.

This role is ideal for someone who wants to live and work long-term in the beautiful, bustling rural village of Zithulele. It provides a unique and wonderful experience of living 'in community' with professionals who are like-minded and passionate about positive change and community development. We are open to discussing accommodation and schooling options for those who may have families.

Role Description and Key Duties

The Chief Operating Officer (COO) is a mission-driven, experienced leader, manager, and systems-builder accountable for creating and delivering high-performing finance and operations services required for Axium Education's current and future scale across all programs, sites, and partners.

A member of Axium's executive leadership team and reporting to the Executive Director, the COO manages a growing team with 4 direct reports. The COO is responsible for three key areas:



- (1) Organizational Leadership & Strategy
- (2) Operations Team Leadership
- (3) Operational Planning & Performance. Managing through staff

The COO is ultimately responsible for performing all operations functions, including Finance & Accounting, Human Resources, Technology, Reporting, School/Partner Operations Support, Office Operations, Transportation, Facilities, and Compliance & Risk Management.

Qualifications and Experience

- Education: Bachelor's Degree or equivalent experience required; MBA or Master's Degree in related field preferred (Public administration etc)
- At least five years of progressively increasing operational management experience in complex, entrepreneurial organizations. Education sector experience preferred.
- Experience working for a Non-Profit Organization would be advantageous
- Demonstrated ability to design, build and implement systems and processes to support a growing multi-site organization across the finance and operations functions managed by position.
- Proven experience hiring, managing, developing, motivating and retaining high-performing teams.
- Excellent project management and analytical skills.
- Experience communicating and training on non-technical topics.
- Ability to exercise excellent judgment in decision-making by leveraging stakeholder input and data.
- Highly proficient in Microsoft, Excel, PowerPoint and Word.
- A finance qualification or in-depth experience would be an asset.

Behavioural Competencies

- Unquestioned integrity and commitment to Axium's mission, values, and community.
- Commitment to diversity, equity, and inclusion.
- Relentless determination to do whatever it takes to help our students succeed.
- Orientation to make decisions in the best interests of students and the sustainability of Axium.
- High bar for excellence - Envisions, communicates and holds stakeholders accountable to high



standards in a supportive manner.

- Trustworthiness in dealing with confidential matters.
- Ability to multi-task and thrive managing concurrent projects under tight deadlines.
- Relationship builder, strong interpersonal skills, as well as oral and written communication skills.
- Team-player capable of working both collaboratively and independently.
- Highly organized, resourceful, and accountable, with strong attention to follow through and detail.
- Proactive and creative problem-solver; ability to identify, analyze, and recommend solutions.
- Enthusiastic with a sense of humour.
- Thoughtfully considers the impact of decisions, and facilitates resolutions that protect the organization's interests and prioritizes mission/values when conflict disagreements arise.

How to Apply:

Please complete the following pre-application form at this link below and attach the required documents.

<https://forms.gle/H2CcWhvonQ9MWhdq8>

For your application to be considered, please ensure that your application includes the following:

- CV (with references), motivation letter and copy of your ID
- **Please include the TITLE** of the position you are applying for in your email
- A document (Microsoft Word or pdf) with answers to ALL 3 questions below:
 1. With a 250 word limit, why are you interested in this COO position at Axiom?
 2. With a 250 word limit, self-assess your level of technical expertise in each of the following functional areas of Axiom's operations: HR, Finance, procurement and logistics, and technology. Imagining you took this position, which would you self-assess as strengths you'd bring from the start vs areas of growth?
 3. Write a maximum of 400 words on what you feel are the most important attributes of a COO working for a rural, education NGO that is scaling over two new locations and doubling in intervention size and staffing in the next two years, as well as currently undergoing significant changes in senior management.

Applications close on **01 July 2022**. We will only be contacting shortlisted candidates. If you have not heard from us within one month please consider your application unsuccessful.

Should you have any problems or enquiries please liaise with the Human Resource Manager on this number 065 966 2229 or email careers@axiumeducation.org