



Deputy Head of Operations

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Position Summary

Clean Tech Hub is seeking a hands-on **Deputy Head of Operations** who will develop, implement, oversee and align CTH operations/programs with business objectives. The Deputy Head of Operations will serve as part of the senior management team while supporting employees' day to day activities. The Deputy Head of Operations will be focused on securing and strengthening the company's foundation for current and future growth. He/she will be reporting to the Head of Operations.

Responsibilities

- Work with the executive team to implement and support company policies, practices and programs.
- Plan and monitor the day to day running of the business to ensure smooth progress.
- Measure effectiveness and efficiency of operational processes both internally and externally and find ways to improve processes.
- Carry out comprehensive impact assessment and reporting on Clean Tech Hub's Energy Access and Environment & Climate Change portfolios.
- Optimizing the team and our resources to deliver on already existing projects and commitments on time and efficiently.
- Lead and coordinate project line managers in creating an inviting and cohesive employee experience.
- Evaluate performance by analyzing and interpreting data and metrics.
- Oversee daily activities across functions such as finance, IT and human resources in setting and driving organizational vision, operational strategy and hiring needs.

- Maintain current knowledge of industry trends and employment legislation to ensure regulatory compliance.
- Develop and lead people capacity building initiatives to enhance performance in the organization.
- Manage succession planning in the organization to ensure continuity for critical positions.
- Assist the CEO in fundraising ventures, stakeholder engagements and building partnerships.
- Carry out total quality assurance as regards to research and proposal writing to ensure it meets the required standards of the organization and clients.
- Enhance staff leadership in terms of performance reviews, mentoring, training and development.

Essential knowledge and Requirements

- Must be committed and passionate about CTH's goal, objectives and mission.
- At least 3-6 years' proven experience in operations management, project management, or related fields, preferably in the clean energy sector.
- Highly knowledgeable in current trends as it relates to energy access and environmental and climate action.
- Proven track record of building, developing and managing people, operations/HR organization.
- Skilled at assessing and managing grants/ project budgets and donor funds.
- Demonstrable competency in strategic planning and business development.
- A strategic mind that is focused on execution.
- Extensive leadership experience and proven track record to develop managers.
- Attention to detail and exceptional organizational skills.
- Exceptional understanding of People Operations Processes.
- Ability to multitask, set priorities and manage time effectively.
- An excellent communicator – both written and oral, a critical thinker with an analytical approach to information.
- Understanding of advanced business planning and regulatory issues.
- A solid grasp of data analysis and performance metrics.
- High level of proficiency, in MS Office and experience of working with information management systems/ databases.

Who you are

- A self- starter who is able to learn, work independently and passionately.
- You seek to take on new types of work, even without supervision.
- You show willingness to work, travel, and do what it takes to get the job done.

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- You are comfortable with ambiguity and an ability to operate effectively in a changing context.
- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.
- You have a healthy dose of curiosity, innovation in delivery and timely delivery in tasks.
- You must speak and write well and have a reasonably good command of English language usage and structure.

Preferred Qualifications

- Master's degree in Business Administration/Management, Corporate Governance, Finance or related field
- Fundraising experience.
- Advanced writing and proof-reading skills.
- An international development experience is an advantage.

Join us at the forefront of sustainable development. As the Deputy Head of Operations, you will be running the day to day operations in energy access through impactful change and shape the future of global energy ecosystems.

Interested and qualified candidates should apply [here](#).