

UMODZI INVESTMENTS LIMITED

An investment company for the UCZ Lusaka Presbytery

Umodzi Investments Limited is a commercial enterprise established by the UCZ Lusaka Presbytery to actualize commercial activities. The company was established in August 2022 and registered with the Patents and Companies Registration Agency (PACRA). To facilitate commencement of the company's commercial aspirations, Umodzi will in the early stages be headed by a Manager, who shall work with the Board and its committees.

VACANCY ANNOUNCEMENT

MANAGER

Job Summary:

Umodzi is a start-up company that has not started any operations. The Manager will thus be expected to plan and develop policies to help the company take-off and become successful, provide leadership for all aspects of the company's operations with an emphasis on short/medium/long-term goals, growth, profit, and return on investment for the shareholders.

Duties/Responsibilities:

- Facilitate the development of a Strategic Plan and Annual Business Plan for Umodzi and actualize their implementation with tangible/measurable commercial success
- Facilitate the development of the organization structure that is poised to be populated gradually with increasing business or commercial necessities
- Work with the board of directors in formulation of the strategy, values and performance benchmarks and targets for the company
- Present regular understandable reports on the status of the company's operations to the board of directors and to company staff.
- Oversee the company's financial structure, ensuring adequate and sound accounting for the mission and goals of the company.
- Review the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensure the company's compliance with all applicable laws, rules, regulations, and standards.
- Negotiate most favourable commercial terms for the company without breaching any regulatory laws with regard to fair competition, intellectual property infringement, tax evasion, money laundering, corruption etc

- Serve as the company's representative to the board of directors, shareholders, employees, customers, the government, and the public.
- Oversee recruitment, leadership, motivation and productive utilization of the staff of Umodzi
- Communicate with clarity with the staff members, Board, Shareholders, Government and its agencies and other stakeholders
- Performs other related duties to benefit the mission of the company.

Education:

- Grade 12 certificate or equivalent. Equivalent foreign certificates must be cleared by the relevant authorities in Zambia
- Minimum of a Bachelor's degree in economics, business, management, marketing or related disciplines from a university recognized by the Higher Education certifying authorities.
- Any post-graduate qualifications would be a definitive advantage in SME management, finance, project management

Experience:

- Extensive experience in leadership roles in a commercial setting of at least 5 years, with demonstrable experience in interface with Boards, actualization and completion of new projects to levels of sustainable success.

Supervisory Responsibilities:

- Oversees the ongoing operations of all areas in the company.
- Manages and directs the company toward its primary goals and objectives.
- Oversees employment decisions of the company.
- Leads a team of direct reports to consider major decisions approved for implementation by the Board.
- Promotes communication and cooperation amongst all staff to create a spirit of unity in the company.

Required Skills:

- Self-evident communication skills, particularly the ability to communicate as a leader, influencer and go-getter
- Excellent problem-solving skills
- Leadership skills to lead senior management and to manage internal and external conflicts
- Time management skills

- The ability to use their judgment to make decisions in the interest of the company
- The ability to prioritise between tasks and delegate, where possible
- Excellent planning skills to implement strategies to meet the organisation's goals set by the board of directors
- The ability to manage and motivate staff to achieve beyond the set goals and performance benchmarks
- Excellent financial skills and thorough understanding of management and financial practices in all areas and phases of business operations.
- People relations
- Stakeholder/networking skills
- Excellent writing and editing skills
- Excellent ICT skills.

Personal Attributes:

- Self-evident understanding of business acumen and development
- Self-confident but accountable and transparent individual
- Corruption free and provable attributes of high integrity
- Hardworking achiever for a start-up while maintaining a healthy work-life balance
- A person in good standing with sober character.

Internal Reporting:

- The Board of Directors under the guidance of the Chairperson
- The Shareholders

External Reporting:

- Umodzi's suppliers, customers with regard to KYC
- Prospective business partners
- Banks
- Regulators such as PACRA, NAPSA, NHIMA, ZRA, etc

Sex and Age

- Umodzi is an equal-opportunity employer and all who are qualified as contained herein are eligible.
- The Candidates must be between the ages of 28 and 40 years old.

Terms and Conditions:

- Fixed-term contract of 2 years with a probation period of 3 months. Contract may be reviewed for a further 2 years depending on performance
- Attractive conditions as set by the Umodzi Board of Directors, with possibility for negotiation upon delivery of successful commercial outcomes for the company.

SUBMISSION

All applications to be supported by an application letter, with certified copies of all qualifications, including ECZ clearance for Grade 12 certificate, must be delivered or emailed to the following:

The Board Chairperson
Umodzi Investments Limited
C/O UCZ Lusaka Presbytery
Plot 1714b, Burma Road, P O Box 50035,
Lusaka,
Tel. +260-211-255125,
Email: uczlpres@zamnet.zm

Deadline for submission is: Tuesday, 20th December 2022 at 16:30 hours.
Only shortlisted applicants shall be contacted.