

We are recruiting a HEAD OF OPERATIONS

Join a small team driven by the desire for big impact
(Cape Town based)

Established in March 2022, [DataDrive2030](#) is a South African based social enterprise that supports the collection and use of high quality data to drive improved child outcomes in the first 6 years of life. We are young and growing fast and we're looking for a dynamic individual to join our senior management team as Head of Operations.

The Head of Operations will be the Executive Director's right hand person, and responsible for building and maintaining effective and efficient administrative, operational and financial systems to drive extensive and sustainable growth.

This is a full time position offering a competitive salary, with great opportunities for professional growth and meaningful impact.

Why is our work important?

At an individual level, the kinds of experiences we have during our first 6 years of life lay the foundations for our education outcomes, our employment prospects, our risk taking behaviour, our health, and our ways of engaging with others. At a population level, these early foundations are critical for the development of human capital, economic growth, safety and security, and strong leadership. For most poor children in South Africa, the experiences that they currently have in their earliest years present significant barriers to their success in school and to their long term economic inclusion, reinforcing intergenerational cycles of poverty and injustice.

DataDrive2030 harnesses the power of [data tools](#) and insights to ensure greater access to better quality early learning opportunities for young children. Our 2030 goals are -

1. To decrease the performance gap between young children in the richest and poorest households at the point of entry into school
2. To increase the % of young children in South Africa who *thrive by five*, setting more children up for success

As a learning organisation, we seek to understand, to be open-minded, creative and inclusive. At the same time, we aim for depth and mastery in our chosen areas of work, and recognise the importance of rigor to grow and maintain trust and credibility. In building our team, we seek both exceptional technical expertise and excellent values alignment.

The ideal candidate has -

- A minimum bachelor's degree in business, finance or related field.
- At least 3 years of experience in operations management at a senior level (Chief Operations Officer / Head of Operations)
- A proven track record of driving continuous improvement in business processes and systems

He/She/They should -

- Share our values
- Be excited by the idea of using their skills to drive impact for young children within and beyond South Africa
- Have senior leadership experience, including managing and coaching cross-functional teams and consultants
- Have a strong understanding of business functions such as HR, Finance, administration and marketing.
- Have demonstrated competency in strategic planning and business development
- Have a working knowledge of data analysis and performance/operation metrics
- Bring excellent organisational, interpersonal and communication skills
- Demonstrate an aptitude for problem-solving with good attention to detail
- Be able to effectively plan, organise, motivate and manage processes and resources
- Be agile and adaptable, curious, eager to learn and willing to take initiative

The Head of Operations will be expected to -

- Work with the ED to set DataDrive2030 goals for performance and growth
- Design and implement business strategies, plans and procedures to achieve growth targets
- Evaluate new business opportunities
- Build and maintain effective and efficient administrative, operational and financial systems to drive sustainable growth
- Oversee ongoing operations and manage the operations team, including administrative and finance staff, service providers and project managers
- Contract, supervise and evaluate the work of external consultants as needed
- Lead employees to encourage maximum performance and maintain a values-based culture
- Evaluate company performance by monitoring, analysing and interpreting data and metrics
- Ensure regular and reliable financial reporting and assist in the preparation of funding proposals and funder reports
- Manage relationships with partners/vendors
- Engage customers to ensure an optimum user experience and to inform continuous enhancements to our products and services



- Provide project management support on our large, flagship projects such as the Thrive by Five Index
- Play a lead role in team meetings and strategy sessions
- Attend board meetings
- Represent the organisation at relevant events
- Uphold the values of the organisation

Next steps -

If you're feeling excited and inspired by this role, please:

- Familiarise yourself with what we do and why.
- Send us a letter of motivation telling us why you're a good fit for our team
- Email this, along with a CV (max 3 pages, no certificates) to rorisang@datadrive2030.co.za by the 6th of July 2023. **Subject line: DataDrive2030 Head of Operations**

We will acknowledge receipt of your application. Thereafter, please note that only shortlisted candidates will be contacted.

