

BUSINESS PLANNING MANAGER VACANCY

Reports to	Chief Executive Officer (CEO)
Department	Office of the CEO
JOB PURPOSE	
Contribute to the efficiency of the business by providing executive-level support to the Chief Executive Officer and senior leadership team on tactical and strategic initiatives.	
DUTIES & RESPONSIBILITIES OF THE JOBS	
<p>Executive Support</p> <ul style="list-style-type: none"> Track the performance and delivery of tasks and initiatives as directed by the CEO to ensure timely closure and/or intervention for remedial action where necessary. Manage all forums convened by the CEO, including the coordination of information and compilation of documentation, etc. <p>Business operations</p> <ul style="list-style-type: none"> Lead and manage tasks/ initiatives / short-term projects. Drive specific aspects of the company strategy and contribute to its ongoing refinement through insights, data, research, etc. Coordinate all board meeting logistics, including the compilation of board packs, review of the material, liaison with the board, etc. <p>Administrative support</p> <ul style="list-style-type: none"> Manage official correspondence directed to the office of the CEO Prepare minutes and track actions of meetings convened by the CEO Undertake a broad range of administrative tasks that facilitate the effectiveness of the CEO 	
KEY PERFORMANCE MEASURES	
<ul style="list-style-type: none"> Leadership support Preparation and execution Coordination Effective communication Driving collaboration 	
QUALIFICATIONS AND BASIC REQUIREMENTS	
<ul style="list-style-type: none"> Bachelor's degree Experience in project management, operations, administration, etc. Experience in the technology industry/payments Experience in managing teams and multiple stakeholders 10 years' work experience 	
<p>Application process</p> <p>If you believe that you are the right candidate, please email your application and CV to hr@ipsl.co.ke on or before 23rd August 2023</p>	