



JOB OPPORTUNITY

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Position: Operations Manager

Reports to: Chief Executive Officer

Location: Maseru

Employment Type: Four (4) Years Fixed-Term Contract

The Lesotho National Olympic Committee (LNOC) also known as Lesotho Commonwealth Games Association (Lesotho CGA) is a Non-Governmental Organization belonging to the Olympic Movement, International Olympic Committee (IOC) and Commonwealth Games Federation (CGF). LNOC is mandated and entrusted to organize and develop sports in Lesotho within the framework of good governance using best practices as guided by its governance tools. The LNOC uses Sport Development and Sport for Development settings to deliver its core business.

Job Mission

To oversee operations of LNOC, ensure the implementation of its strategic plan and accountable to LNOC financial and human resources policies consistency and transparency in consultation with the Chief Executive Officer. Ensure availability of annual operational plans and management responsibility of the day to day operations of LNOC Secretariat.

Job Summary

The Operations Manager of Lesotho National Olympic Committee with the direct Supervision of the Chief Executive Officer (CEO) is responsible for the strategic leadership within LNOC on all organizational engagements. With the direct supervision of the CEO, the Operations Manager has to ensure the LNOC's role and service relevance to its members through accomplishment of its mission, vision, strategy and accountability to its members and any other stakeholders.

Key Performance Areas (Summary of Functional Outputs)

- Oversee implementation of LNOC Strategic Plan through effective management of the secretariat office.
- Lead a high performing team through effective people management practices i.e. performance management, people development, reward/benefits management.
- Manage the financial health of the organisation by overseeing management of LNOC finance department and focus on strategic financial areas.
- Oversee quality control and that data integrity is not compromised in all LNOC reports;
- Manage organisational adherence to principles of good governance;
- With the directive of the CEO, Act as the spokesperson for the organisation and a representative at both local and international forums and partner with high-level stakeholders to grow and strengthen LNOC, as well as ensure its sustainability.

Functional Outputs:

• Governance management

- ❖ Oversee the organisation's role fulfilment in terms of Legal and Compliance requirements.
- ❖ Helps the Board articulate its role and accountabilities and that of its committees and individual members, helps the Board evaluate its own performance.
- ❖ Works with the Chief Executive Officer and committee chairs to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- ❖ Keeps the CEO and Board fully informed on the condition of the Organization and on all the important factors influencing it.
- ❖ Identifies problems and opportunities and addresses them; brings those which are appropriate to the CEO, Board and/or its committees; and, facilitates discussion and deliberation.
- ❖ Informs the CEO, Board and its committees about trends, issues, problems and activities in order to facilitate policy-making and/ or decision making
- ❖ Recommends policy positions to the CEO.
- ❖ Ensure that the LNOC complies with signed MOU's and/ or contractual Agreement terms.
- ❖ Works with the Board President to maintain a positive and productive culture on the Board.
- ❖ Together with the CEO, focuses CEO and Board attention on short and long-term strategic issues.
- ❖ Supports committee chairs to prepare for committee meetings.
- ❖ Helps and supports the CEO to operational aspects of the organisation's meetings including election processes.
- ❖ Works with the CEO to articulate the organisations' mission, vision, strategy and manages implementation thereof.



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- ❖ Establishes and maintains an effective enterprise risk management system for the organisation.
- **People management**
 - ❖ Work with HoD's to achieve excellent business results through continuous people development and performance management activities.
 - ❖ Helps the CEO to ensure the development of a high-performing team through embedding the formal Performance Management (PM) process and informal coaching within the team.
 - ❖ Determine and analyse the development needs for the HoD's and ensure that they do the same for their teams and that the identified training interventions are budgeted for.
 - ❖ Helps the CEO to establish and maintain a succession plan for the HoD's using established Talent Management process.
 - ❖ Ensure that the HoD's create effective workforce plans and recruitment demands for their area of control.
 - ❖ In the absence of the CEO, approve leave requests for the direct reports and ensure that they effectively manage the leave planning for their teams in the departments.
 - ❖ Ensure that all poor performance is addressed through the LNOC Performance Improvement Programme (PA) and that poor performance is adequately dealt with.
 - ❖ Ensure that LNOC maintains an efficient and effective human capital plan and that teams are trained, developed and rewarded, as well as performance managed in line with the LNOC Performance Management.
- **Financial management**
 - ❖ Oversee the management of fiscal activities of the organisation including but not limited to:
 - Payroll,
 - Budgeting,
 - Banking,
 - Procurement,
 - Financial reporting and
 - Audit,
 - Fund management
 - ❖ Provides strong understanding of ideas that will have a positive return on investment for the organisation.
 - ❖ Promotes programs and services that are produced in a cost-effective manner while maintaining quality.
 - ❖ Works with the CEO to ensure financing to support short and long-term goals.
- **Stakeholder relations**
 - ❖ Facilitates the integration of LNOC within the stakeholder community by using effective marketing and communications practices.
 - ❖ Through delegation of the CEO, represents and acts as an LNOC advocate within stakeholder bodies relevant to business of the organisation
 - ❖ Engages pro-actively with members, volunteers, and beneficiaries in order to positively position the organisation.
 - ❖ Generate LNOC brand awareness of by engaging with the relevant stakeholders and marketing of the organisation's value proposition.
 - ❖ Through CEO's delegation, serves as chief spokesperson for LNOC assuring proper representation of the organisation to the stakeholder community and other constituencies.
 - ❖ Initiates, develops, and maintains cooperative and productive relationships with key constituencies, including, but not limited to government, the regulatory, the community, compliance professionals, LNOC members, corporates and other developmental institutions.

Educational Background and Experience:

Minimum Qualifications

- A minimum Degree in Business Administration/ Finance and Corporate Governance or any other equivalent qualification with not less than five (5) years experience in executive managerial role; OR A Masters Degree in Business Administration or any other administration qualification with three (3) years experience.
- Possession of Advanced Sports Management Course (ASMIC) or International Executive Course in Sport Management (MEMOS) shall be the added advantage.
- Possession of minimum Code B Drivers License is essential.



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SPECIALIZED KNOWLEDGE & SKILLS

- Drive strategic planning, business development, and fiscal operations;
- Good communicator at all levels;
- Excellent Negotiating & Closing skills;
- Good IT skills and flexible around different softwares;
- Good administration skills allied to good numeric;
- Good understanding of policy setting & decision making processes within tied benchmarks;
- Strong presentation skills;
- A strong understanding of the financial management with in-depth sport fraternity knowledge;
- Excellent selling & planning skills during eye-briefing sessions;
- Strong inter-personal skills;
- Results driven; and a
- Team-player.

Applications and CVs accompanied by certified copies of certificates, transcripts and identity document with traceable contacts referees should be send to:

The Secretary General Executive Board
Lesotho National Olympic Committee | Olympic House
P.O. Box 756
House No. 100 | lancers Road Maseru-West
Maseru 100

Or send by e-mail to: senkotot@lnoc.org.ls on or before the 31st July 2019 at 1700Hrs.

LNOC offers market competitive salary and benefits package.

Only candidates who meet the above requirements need to apply giving full details of the qualifications and enclosing up-to-date CVs with at least three (3) names of traceable referees and certified copies of certificates and Identity.

Disclaimer: Correspondences will be directed to short-listed candidates only. I f you do not hear from us two weeks from closing date consider your application unsuccessful.

The Lesotho National Olympic Committee provides equal opportunity, fair and equitable treatment in employment to all people without regard to race, colour, religion, national origin, disability, political affiliation, marital status or sexual orientation.

Deadline: 31st July 2019