

JOB DESCRIPTION.

Company: Africa Construction Law

Position: Chief Operating Officer

Status: Full Time

Location: Lagos, Nigeria

1. Strategic Planning and Execution:

- a. **Strategy Development:** Collaborate with the directors to develop and execute ACL's long-term strategies and goals.
- b. **Operational Planning:** Translate organizational objectives into actionable plans and initiatives.
- c. **Performance Monitoring:** Establish key performance indicators (KPIs) and metrics to evaluate operational performance.

2. Operational Oversight and Management:

- a. **Resource Allocation:** Optimize resource allocation and manage budgets to support ACL's objectives.
- b. **Process Optimization:** Streamline internal processes and workflows to enhance efficiency and productivity.
- c. **Risk Management:** Identify potential risks and implement mitigation strategies to safeguard ACL's operations.

3. Partnership and Stakeholder Management:

- a. **Partnership Development:** Cultivate strategic partnerships and alliances beneficial to ACL's growth and objectives.
- b. **Stakeholder Engagement:** Collaborate with external stakeholders, including industry experts, partners, and clients, to drive ACL's mission forward.

4. Team Leadership and Development:

- a. **Team Building:** Provide leadership and direction to the operational teams, fostering a cohesive and high-performing work environment.
- b. **Talent Development:** Develop talent pipelines, mentorship programs, and training initiatives for staff growth.
- c. **Performance Management:** Implement performance evaluation systems to assess and enhance team effectiveness.

5. Technology and Innovation:

- a. Technology Integration: Evaluate, implement, and oversee the adoption of technology solutions to streamline operations and enhance services.
- b. Innovation Initiatives: Encourage and facilitate innovation within ACL, exploring new ideas and methodologies to improve services and offerings.

6. Compliance and Governance:

- a. Regulatory Compliance: Ensure ACL's compliance with legal and regulatory requirements in all operational activities.
- b. Ethical Standards: Uphold high ethical standards and best practices across all operations and interactions.

7. Communication and Reporting:

- a. Reporting Structure: Establish reporting mechanisms to provide regular updates on operational performance to the Directors and stakeholders.
- b. Internal Communication: Foster transparent and effective communication channels within ACL's departments and teams.

8. Crisis Management and Decision-Making:

- a. Decision Support: Provide guidance and support to the executive team in making informed decisions aligned with ACL's strategic objectives.
- b. Crisis Response: Lead crisis management efforts and decision-making during challenging situations or unexpected events.