

Job Description

Title: *General Manager, Congo*

Cost Ctr: XXX

Work Location: *Brazzaville, Republic of Congo* Position Status: Full-time Part-time

Division & Department:

Position Reports to: VP, West & Central Africa

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Congo General Manager will be responsible for Authentix fuel integrity and tax stamp operations in Congo and other duties in the West & Central Africa region as requested from time to time. The GM is a senior manager who will build and lead the country team, manage all aspects of business in the country, coordinate the efforts of our program partners and represent Authentix to key external stakeholders. He will also build key governmental relationships and partnerships, promote innovation and entrepreneurship, and deliver on objectives and milestones within agreed budgets and timelines.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time-to-time.

- Manage all aspects of the business at country level to ensure headquarter directives are achieved
- Build, motivate, develop and lead the in-country team
- Establish quality assurance principles and procedures in the selection and oversight of consultants, partners, and other persons/entities involved in developing or implementing structure
- Represent the company with key external stakeholders, including partners, subcontractors, sector-wide networks, government officials and NGOs
- Adapt global operations strategy to national context; create national-level strategies and plans; manage key risks
- Monitor national landscape relating to Authentix, developments, and policies affecting the project

Job Description

- Coordinate project design and implementation, obtaining necessary inputs/guidance from other country managers and directors ensuring program goals are achieved
- Prepare and present monthly budgets/forecasts
- Develop and maintain management systems, including communication, reporting, authorities and decision-making protocols
- Prepare and submit high quality monthly reports and other updates as required
- Assist VP in duties in program and partner management in West & Central Africa region including Cameroon and DRC.
- Ensure effective internal communications

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- BS in Science, Engineering or Business
- 10 years' experience managing government solutions in complex environments involving system integration to third-party systems and operations and close collaboration with program partners and stakeholders
- Experience working for multi-national or American companies including familiarity with laws and regulations under the Foreign Corrupt Practices Act in the USA and Anti-Bribery provisions in the UK
- Minimum of 10 years relevant senior management and/or program management experience
- Experience negotiating with government officials and national level organizations and leaders, as well as networking with industry leaders
- Proficient with MS Office
- Excellent written and verbal communication skills
- Proven personnel management experience; empower and engage all levels of personnel;
- Demonstrated decision-making skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

SPECIAL REQUIREMENTS

- Due to the work requirements of this position, it is not a normal Monday to Friday, 9 to 5 job;
 - There may be some occasions when work will be required in the evenings and or at weekends.
 - There may be a requirement to travel some weekends or evenings.

Job Description

- There is an estimate of up to 30% in country travelling required for this role and candidates should have no barriers or impediments to travel by air, road, rail or sea to other countries as required from time to time.
- French/English bilingual

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.

<i>Human Resources use only</i>	
Job Title	TITLE
Management (Yes / No)	
Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	