



ABOUT GBINTY MINIGRID

Under the European Union funded project Promoting Renewable Energy Services for Social Development (PRESSD-SL), COOPI – Cooperazione Internazionale developed the Solar Mini-Grid in Gbinty, Port-Loko district. Gbinty Mini-Grid will provide energy services based on solar power technology and it is launching its operations soon.

The mini-grid in Gbinty is part of a social venture in collaboration with Deutsche Welthungerhilfe (WHH) that includes also mini-grids in Panguma and Segbwema in Kenema district.

SCOPE OF ASSIGNMENT

The Gbinty Mini Grid is looking for a Branch Manager, reporting to the Operations Manager.

The Branch Manager is responsible for the total branch performance in accordance with the overall PRESSD-SL policy and procedures. The Branch Manager will be in charge of the following duties:

1. Create and execute the branch business plan;
2. Manage and develop branch staff and organization;
3. Carrying on the day to day management of the mini-grid office;
4. Manage the cash and bank accounts at the site;
5. Administer the branch activities, and ensure sound and transparent financials procedures;
6. Represent the branch within the community and outside;
7. Contribute to the overall organizational goals, mission and vision.

The Branch Manager oversee the day-to-day operation of the Field Technician.

The PRESSD-SL social venture has a central management lead by an Operations Manager, and includes a Lead Accountant and a Lead Engineer. The central management reports into a Project Business Manager, who reports to the board of partners.

RESPONSIBILITIES IN DETAIL

1. Business planning and implementation
 - Report timely and accurately on progress of implementation;
 - Lead local operations and administration in Gbinty Mini-grid;
2. Manage and develop branch staff and organization
 - Follow policies and pro-actively improve policies for efficiently and effectiveness;
 - Instructing, advising and supervising of local staff;
 - Ensuring correct personnel management within the site;
 - Lead by example, coach and support staff to empower them to drive for excellence and help them with implementing activities;

3. Administer the branch activities, ensure sound and transparent financials
 - Administration activities include users' registration and top up of energy units, bookkeeping and all related administrative tasks requested;
 - Responsible for ensuring money keeping, liquidity planning, and transfers of funds, that are correctly managed according to the specifications of Central Management;
 - Ensure proper documentation of data, account assignment and bookkeeping entries are carried out correctly in bookkeeping Software;
 - Supervising of proper conditions of stores and warehouses;
4. Represent the branch within the community and outside
 - Ensure optimal customer service; Maintain a transparent and accessible customer complain desk and follow up on customer complains;
 - Develop marketing campaigns to attract more customers, develop awareness campaigns to educate customers and ensure customers are properly informed about any technical incidences or maintenance activities relevant for their energy supply;
 - Have a seat in the Community Advisory Committee;
 - Be an ambassador for PRESSD-SL on site, and outside;
5. Contribute to the overall company's goals, mission and vision.
 - Join monthly Management team meetings, Pro-actively provide input on strategic topics, and support other branch managers in their operations;
 - Act as back up for other branch managers in case of their absence;
 - Be flexible to any other task requested by Central Management in best interest of the organization for the benefit of providing quality and sustainable energy services for our communities;

PROFILE

Education and Experience

- Diploma in Business Administration, Business Management;
- Financial literacy;
- Computer literate and good knowledge on excel, word;
- Candidates should have at least 3 years relevant experience;
- Experience in private and renewable energy sector is preferred.

Skills

- Excellent interpersonal skill; confident to interact with community leaders, customers and business management;
- Team building skills, effective organizational skill;
- Analytical and problem solving skills, decision making skills;
- Strong verbal (speaking AND listening) and written communications skills;
- Attention to detail and high level of accuracy;
- Ability to speak the local languages;

Personal Attributes

- Be honest and trustworthy;
- Be discrete and respectful;
- Possess cultural awareness and sensitivity;

- Be flexible, be pro-active and show a can-do attitude;
- Demonstrate sound work ethics.

DUTY STATION

The position is based in Gbinty, Port-Loko district.

HOW TO APPLY

E-mail: hr.freetown@coopi.org with cc: hom.freetown@coopi.org
or by post to COOPI Country Office at **49 OFF Spur Road, Freetown**

Deadline for APPLICATION SUBMISSION: 03/10/2018

Please DO NOT attach certificates and /or diplomas. They will be requested if needed.

Only short-listed candidates will be notified.