
Scope of Work

Chief of Staff

Position: Chief of Staff
Reports to: CEO
Location: Remote
Posted Date: ASAP

Overview

The adoption of blockchain technology is paving the way for innovative solutions to fundamental societal challenges. Blockchain initiatives can strengthen digital identities, improve value chains, reduce fraudulent elections, combat corruption, and preserve land and medical records, among other use cases.

Impact Plus seeks to achieve social impact through the implementation of blockchain solutions in Kenya, South Africa, Nigeria, Brazil and Mexico. We believe local players with deep societal understanding are well positioned to use this technology to build positive, viable, effective, and sustainable solutions. We partner with international blockchain organisations to gain valuable support and expertise for maximizing on-the-ground success.

The role of **Chief of Staff will be to support the CEO on a daily basis**. He/she will have an immediate impact on our productivity, streamlining strategic initiatives, overseeing program management, and communicating objectives between departments. The ideal candidate will have proven experience in a business management role, with a special focus on executive-level advising and interdepartmental collaboration.

Key Functions

- Oversee strategic planning and implementation; Work with clients/partners to understand needs and suitable solutions the company can provide.
- Foster key internal and external relationships; follow-up emails, circling back on conversations, or requesting more information on behalf of the CEO.
- Engage in ecosystem to identify new opportunities and potential partnerships.
- Improve internal processes and decision-making; streamline HR processes, optimize project management platform, build necessary templates.
- Review organizational structure; find knowledge and skills gaps and help address them.
- Prepare materials for company outreach; collaborate with marketing team to interpret creative direction and technical information and turn them into persuasive communication concepts.

Key Competencies

- Degree in Business Administration, international relations or similar field.
- 2+ years in a business or executive management role.
- Fluent in English; verbal and written other languages a plus.
- Excellent communicator in written and verbal form.
- Extremely versatile, dedicated to efficient productivity.
- Experience planning and leading strategic initiatives.

Time Allocation and Parameters

- A three-month trial period applies to the position, followed by a performance review and discussion of next steps.
- Full-time position.
- All selected candidates -as does all of the team- will pass basic trainings (workplace harassment, sexual harassment, etc.)
- The selected candidate will enter a consultancy agreement with Impact Plus.

How to apply?

- Applications will be reviewed on a first-come basis.
- Apply at <https://www.impact-plus.io/careers>

At Impact Plus, we are committed to creating a diverse and inclusive environment of mutual respect. Impact Plus recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.

Impact Plus has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the company, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Impact Plus' policies and procedures through a signed agreement.