

OFFICE MANAGER (MOROCCO)

Our Company

InfraCo Africa is part of the Private Infrastructure Development Group (PIDG) and seeks to alleviate poverty by mobilising private sector investment and expertise into high-quality sub-Saharan infrastructure projects. We do this by:

- Investing directly into early-stage projects which need the financial commitment and support that InfraCo Africa can bring;
- Funding experienced teams to provide project development leadership;
- Providing equity to close a financing gap and start construction; or
- Investing into innovative solutions that need our support to scale-up, to pilot new products or enter new markets.

We constantly balance commercial viability and development impact: seeking to support those projects that the private sector considers to be too high risk, but which have the potential to be bankable, improve living standards and empower economic growth in sub-Saharan Africa. Our support reduces risks and costs, and ensures that projects are developed to the highest standards: from a concept, to a financeable investment opportunity, to a proven operating business.

InfraCo Africa is managed as a private company although funded by governments in the UK (FCDO), the Netherlands (DGIS) and Switzerland (SECO). Since its establishment in 2004, InfraCo Africa has invested more than US\$130m to mobilise US\$1.2 billion of private sector financing. We are currently developing 22 projects/investments of which 4 are under construction and 4 are operational.

We have the funding and ambition to do even more.

InfraCo Africa can support those infrastructure projects and businesses that enable sub-Saharan Africa's economies to emerge from the COVID-19 crisis in a stronger position: focusing on developing local capital markets, generating more local jobs, broadening and deepening local supply chains and capabilities, whilst always championing green growth that supports climate resilience and drives down carbon emissions. Safeguarding workforces, customers, suppliers and partners is also a critical consideration: we will therefore prioritise projects and investments that seek to engage and empower women and the disabled.

To deliver on this ambition, we are expanding our Business Development and Asset Management teams, whilst also establishing a new investment arm. InfraCo Africa's corporate teams also need to grow, to provide the support and working environment needed for it to be successful.

In 2020, InfraCo Africa established a new subsidiary – IAWA – in Morocco and opened a new PIDG office in the Casablanca Finance City. It is intended that this office becomes a hub for InfraCo Africa's work in West & Central Africa.

Role

The Office Manager is part of our corporate team reporting into the Chief Operating Officer (COO). They are responsible for the smooth running of InfraCo Africa's office facilities and undertaking local HR, IT, finance and stakeholder management activities as needed.

Responsibilities

The Office Manager is expected to:

- Propose an annual budget and plan for the operation and maintenance of local office facilities, securing approval from the COO and, where appropriate, the Directors of InfraCo Africa's local subsidiary;
- Monitor and manage spend and delivery against an approved annual office plan and budget, providing regular updates to the COO and (where appropriate) the Directors of InfraCo Africa's local subsidiary;
- Work closely with the COO, HR & Operations Manager and PIDG to identify and plan improvements to local office facilities;
- Procure and manage local corporate/office service providers, reviewing invoices, monitoring delivery and optimising service agreements as needed;
- Be the fire marshal, first aider and InfraCo Africa's Health & Safety officer for the local office;
- Greet and manage external visitors to the office and be the first point of contact for ad hoc external enquiries;
- Co-ordinate local corporate events, securing facilities and catering as required, issuing invitations and tracking attendance;
- Monitor and co-ordinate (as needed) all engagement with Owner offices / staff in-country, ensuring that PIDG is briefed/involved appropriately;
- Book and track staff travel and accommodation for the West & Central Africa team, ensuring the appropriate approvals have been secured and HSES checks taken;
- Co-ordinate local HR activities particularly in respect to hiring, onboarding, organising local training, securing local work permits, exits and liaising with local legal counsel;
- Provide administrative support to the corporate finance team where local input is required (i.e. securing local signatures/authorisations, processing and following-up queries on Moroccan invoices or payments, liaising with local payroll and banking providers);
- Co-ordinate the renewal of any permits, licences or other legal documents needed to operate as a business in Morocco;
- Contributing to corporate reporting activities (monthly, quarterly, annual) as required to ensure local content / data is accurate and timely; and
- Co-ordinating the repair or sourcing new IT hardware as needed.

Experience

- Fluent in English and French;
- 10 years plus experience of working for international businesses with a focus on finance, HR and office/facility management;
- Demonstrable knowledge of and experience in managing Moroccan facilities – i.e. understanding of Health & Safety regulations, business permitting and banking arrangements, management of utilities and other office service providers;
- Demonstrable ability to manage budgets, procurement activities and service providers;
- Strong communicator who has previously worked as part of a virtual, international team;
- Track-record of organising corporate events and strong stakeholder engagement capabilities; and
- A demonstrable interest in the work that PIDG and InfraCo Africa does

Personal Qualities

Analytical precision: Able to *dive into the detail* of a budget, invoice, account or service agreement and challenge its accuracy whilst balancing technical precision against achievement of the company's overall objective.

Perceptive: Able to *understand* corporate processes, local politics and priorities and *navigate* these to identify, filter and *prioritise* risks or activities that could impact the smooth functioning of InfraCo Africa's business.

Collaborative: Able to build strong, lasting relationships with a *diverse* mix of individuals and businesses and to use these to *share ideas* and *work collectively* to resolve issues.

Innovative: Able to find *creative* solutions to issues as they arise and to *patiently persevere* and refine their approach until a resolution is found.

Integrity: Demonstrates *professionalism* in all that they do and *acts with integrity* even when that means walking away from something that might be to their own advantage.

Location

Casablanca, Morocco (CFC Tower)

Package

Available on request