



## **SEARCH FOR OPERATIONS ASSOCIATE**

### **Position Overview**

African Leadership Academy, a new and exciting institution based in Johannesburg, South Africa, seeks to appoint an Operations Associate. This full-time position is an outstanding opportunity for a dynamic, innovative individual to participate in the launch of an exceptional educational institution that aims to transform the African continent. The Operations Associate may begin full-time work immediately

The Operations Associate will coordinate the affairs of a rapidly-growing office over the next few years. ALA currently has 10 full time employees, but will reach 30 employees by the mid-2008. Specific aspects of this work will include:

- Managing ALA's bookkeeping and financial systems, including audit support and record keeping.
- Leading human resources and general office record-keeping for a rapidly growing organization (e.g. minutes of team meetings, maintaining ALA's stakeholder database, etc.)
- Managing content development on African Leadership Academy's internet and intranet sites.
- Planning and organizing the ALA grand opening celebration, which will bring dignitaries from across Africa and around the world to our greater Johannesburg campus in January 2009.
- Other special projects essential to the launch of this amazing institution.

### **About the Academy**

African Leadership Academy (ALA) seeks to transform Africa by developing and supporting future generations of African leaders. Opening in 2008, ALA will bring together 250 of the most promising 15-18 year old leaders from all 54 African nations for an innovative two-year program designed to prepare each student for a lifetime of leadership on the continent. Students will be selected to attend the Academy based on merit alone and will complete an innovative curriculum with a focus on leadership, entrepreneurship, and African studies. ALA graduates will attend the world's finest universities and will lead Africa toward a peaceful and prosperous future. ALA is a nonprofit institution located in Johannesburg, South Africa.

### **Profile of the Ideal Candidate**

- You are extremely organized and know how to prioritize
- You thrive in a fast-paced, entrepreneurial environment
- You are extremely accurate and detail-oriented
- You are comfortable with the Microsoft Office and enjoy learning new software applications.
- You are very comfortable communicating in writing, in person, and over the phone with external parties. You are not easily intimidated and can be resolute when needed.
- You are a dynamic achiever who enjoys bringing a vision into reality with minimal guidance.
- You are passionate about Africa and thrilled at the prospect of shaping a new institution that will develop the future leaders of the continent.
- You approach unexpected challenges with characteristic optimism and an eye for new solutions.
- You are passionate about leadership and believe that young people can and should develop the skills necessary to be an effective leader.
- You are a strong writer, capable of synthesizing varied content into concise written material.
- You live the Academy values of Integrity, Humility, Compassion, Curiosity, Diversity, and Excellence.

### **Application Process and Timeline**

Candidates should submit a CV with cover letter to Operations Manager Anabel Argyle at [aargyle@africanleadershipacademy.org](mailto:aargyle@africanleadershipacademy.org). The submission should include at least three references. Interviews and background checks will occur upon receipt and screening of application.



# African Leadership Academy

Developing the next generation of African leaders

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## AFRICAN LEADERSHIP ACADEMY AT A GLANCE

### Our Mission

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### Our Team

African Leadership Academy was founded in 2004 by Fred Swaniker, Chris Bradford, Peter Mombaur, and Acha Leke. The founding team brings considerable experience as educators, entrepreneurs, consultants, and corporate executives in Africa and throughout the world. Our Advisors and Board Members consist of internationally-recognized luminaries in business, leadership development, secondary education, and social entrepreneurship. These include Isaac Shongwe, Chairman of the African Leadership Initiative in South Africa; Futhi Mtoba, Chairwoman of Deloitte & Touche South Africa; Sir Sam Jonah, formerly President of AngloGold Ashanti; Kim Smith, Founder and Executive Chairman of NewSchools Venture Fund; Jon Cummings, Director at McKinsey & Company; and Ralph Townsend, Headmaster of Winchester College (UK). ALA is assembling a larger network of like-minded mentors, partners, and leaders to provide alumni with the long-term support system needed to lead Africa toward equitable and lasting development.

### Our Success

- In June 2005, ALA **launched a pilot summer program** that enabled us to test and improve our concept and curriculum. By August 2006, more than 170 young leaders from 25 countries had participated in this innovative pilot program.
- In June 2006, co-founders Fred Swaniker and Chris Bradford were named Echoing Green Fellows and described as two of the “**15 best emerging social entrepreneurs in the world.**”
- In February 2007, Christopher Khaemba, widely recognized as **one of Africa's top educators, was hired to serve as the inaugural Dean** of the Academy.
- In March 2007, ALA secured a loan of **US \$1 million from the Industrial Development Corporation (IDC)** of South Africa, and became the first nonprofit organization to receive financing by the IDC – a testament to our long-term viability and good governance.
- In April 2007, ALA secured a **state-of-the art campus** on the outskirts of Johannesburg to serve as the home of the institution.
- In May 2007, ALA began **recruiting its first class** of 100 students from throughout the African continent.

### Your Role

African Leadership Academy offers like-minded individuals, organizations, and alumni a growing global network of local chapters and strategic partnerships committed to fostering our vision. To learn more, please contact Fred Swaniker ([fswaniker@africanleadershipacademy.org](mailto:fswaniker@africanleadershipacademy.org)) or Chris Bradford ([cbradford@africanleadershipacademy.org](mailto:cbradford@africanleadershipacademy.org)).