

Job: Associate Licensing Operations & Diligence - Officer

Job Ref Code: ISB/0424/ALOD/A-1

Nature of job: Permanent

Level/Grade: Level 1 / Associate

Reports to: Specialist Licensing Operations & Diligence

OVERVIEW: The role requires supporting the design, establishment, and operations of a smooth licensing journey for STZA's applicants. This includes supporting systems, procedures, manuals, coordination, tracking, analysis and reporting through the licensing journey. Usage of digital systems, computer tools, and analysis tools will be required. Furthermore, in support of the licensing operations, administrative support to the due diligence function will be required.

Key Responsibilities:

- Administrative support to Diligence mechanisms and operations.
- Supporting the licensing journey, procedures and operations.
- Effective interdepartmental coordination, tracking and communications.
- Validating and analyzing data generated in the licensing operations processes.
- Conducting analysis, decision support, and visualization and reporting.

Experience Requirement:

- Up to 1 year of relevant Experience.
- Tech Savvy

Essential Skills & Competencies:

- A Team player.
- Someone who is meticulous.
- Effective time management and planning skills.
- Self –starter whose approach towards problems should be solution based and task oriented.
- Exceptional at Verbal and written communication and interpersonal skills.
- Ability to multitask and have a critical thinking ability.
- Integrity & Dependability.

Education Requirement:

- Minimum academic qualification for this role is a graduate/bachelor's degree (16 years), BE / BSc from a national or foreign university recognized by HEC.