

Job: Licensing Operations & Diligence Specialist - Manager

Job Code: ISB/0424/LOD/S-2

Nature of job: Permanent

Level/Grade: Level 2 / Specialist

Job Reports to: Director Research and Licensing Ops

Overview:

The role requires the establishment and operations of smooth licensing journey for STZA's applicants and licensees and includes development of systems, procedures, manuals, coordination, tracking, analysis, reporting and troubleshooting through the licensing journey. Furthermore, in support of the licensing process, due diligence of the Zone Developer and Zone Enterprise applicants using various technology tools, local and international agreements, and strategic relationships will be required.

Key Responsibilities:

- Supporting the licensing journey, procedures, and operations for closure of Zone Developer and Zone Enterprise applications.
- Effective interdepartmental coordination, tracking, communications and troubleshooting for Zone Developer and Zone Enterprise applications.
- Data-driven analysis, decision support, visualization, and reporting.
- Assisting in report writing for the STZ Committee and organizational leadership.
- Administrative support to Licensing Operations mechanisms and procedures.
- Establishing procedures for effective regulation and coordination of the licensing journey from the One Window stage to License Award stage for Zone Developers (ZD) and Zone Enterprise (ZE).
- Establishing and operating interdepartmental coordination mechanisms, including tracking of cases, liaison, communications, and troubleshooting.
- Contribute to designing an integrated Business Intelligence system with information gathering verification, analysis, visualization, and reporting.
- Conduct diligence licensing vetting mechanisms and protocols for applicants and licensees.
- Establish reporting mechanisms on the above functions. Submit reports to the department.
- This position will have Manager level responsibilities.

Experience Requirements:

- Minimum 3 years of relevant experience.
- Proven internal and/or external communication.
- Tech Savvy and passionate person with a diverse background

Essential Skills & Competencies:

- Team player
- Hard working and dependability
- Proficient in English writing and speaking.
- Proficient in usage of technology tools
- Usage of diligence tools

Education Requirements:

- Minimum academic qualification for this role is a graduate/bachelor's degree (16 years) in Engineering, IT, Natural Sciences, Engineering Management, Business, or related discipline from a national or foreign university recognized by HEC.
- Master's degree is a plus.