



GATEWAY SCHOOL TRUST

*P.O. BOX EH 120, Emerald Hill, Harare
10 Prices Ave, Emerald Hill, Harare
Telephone: 0242-336574, 304590, 307201
Cell: 0772 165 596*

General Manager

Gateway Schools Trust is looking for a self-motivated and results-driven General Manager to direct and manage the operations of our organisation. Our organisation is an internationally accredited ACSI (Association of Christian Schools International) institution, which runs a primary school, a high school and a teachers' training college. It adheres to the highest standards of operations in Christian education locally and internationally. The General Manager will account for all business activities of the Trust to the Board and the Board Chairperson. They will be required to perform duties with the decorum that corresponds with running a Christian education institution striving to honour God in and through all things. The successful candidate for this role should possess the capabilities to do the following:

Key Responsibilities

- Develop and implement effective business strategies and programs under the guidance of the Board of Trustees,
- Research and identify growth opportunities for all the pillars of the organisation,
- Develop and implement growth strategies that drive enrolment and income generation,
- Enhance efficiency
- Lead the identification and management of key stakeholders' image of the organisation,
- Provide overall leadership and management of finances, facilities, property, human resources, administration, health and safety and ICT, and daily business operations,
- Ensure the overall sustainability of the organisation for future generations,
- Coordinate creation of budgets, managing budgets, and operational costs.
- Analyse accounting and financial data and monitoring financial activities,
- Generate reports and giving presentations for internal and external audience in order to meet relevant accountabilities,
- Ensure seamless administration processes across the divide,
- Ensure hiring of good quality human resources across the pillars of the Trust,
- Evaluate performance and productivity across the business functions,
- Maintain a motivated and driven workforce,
- Ensure high level customer service, internal and external customer,
- Drive a digitization and digitalisation agenda for the Trust entities to create future ready learning institutions.

Core Competencies

- A value system aligned with the values of the organisation,
- Possess a high level of integrity,
- Strong leadership qualities with an ability to embrace servant leadership and lead teams well,

- Be passionate about supporting Christian Education to ensure our institution assists all students to fulfil their unique God given potential, and energise and support all our staff and parent body to fulfil that,
- Be able to network and build meaningful partnerships and source funding across different fields to assist and grow the influence of Christian Education in our community,
- Ability to lead and grow the institute's purpose, vision and values,
- Highly organised,
- Strong work ethic,
- Good interpersonal skills,
- Bias for action

General Manager Qualifications:

- A business degree preferably in accounting,
- A professional qualification in accounting and or a Masters' Degree in Business,
- Relevant experience in a managerial/executive position,
- Excellent Computer skills a requirement,
- Awareness and exposure to digital skills.
- Experience in an academic/educational institution an advantage.

Only candidates who meet the above criteria are encouraged to apply.

Interested candidates should send their CVs together with application letter to hr@gatewaytac.co.zw

Deadline for applications is 27 August 2021