

Job Advert for

Managing Director of Tanzania Flying Lab

WeRobotics is building a global network of ‘flying labs’ where people accelerate and scale the impact of their humanitarian aid, global development and environmental protection efforts using Unmanned Aerial Vehicles (UAVs) or drones. We are seeking an entrepreneurial type of person with experience in business management and stakeholder relations to join our team as the full-time Managing Director of Tanzania Flying Labs.

Appointment against this position is for an initial period of 6 months, subject to extension. The start date for the position is as soon as possible. All applicants are encouraged to apply by sending a current CV and letter of motivation by email to TFL-Admin@werobotics.org.

Only applicants short-listed for interviews will be contacted. For more information on WeRobotics, visit our website: www.werobotics.org.

Job Specifications

Position	Managing Director
Location	Dar es Salaam, Tanzania
Overall Purpose	As the most senior person in the Tanzania Flying Labs (TFL) this role is responsible for actively supporting the global mission of WeRobotics in Tanzania by leading the establishment, development, and implementation of the TFL as a locally registered non-profit. The Lab Managing Director serves as both a global representative of WeRobotics, as well as the country representative for TFL. This position will involve periodic travel, both nationally and internationally, and is expected to build a staff in order to assume leadership over a diverse range of administrative, financial, technical and management responsibilities concurrent with the operation of a non-governmental organisation.
Work Overview	In addition to the day to day management of the lab, the Director will have overall responsibility for the implementation of a four-phase implementation plan: <ul style="list-style-type: none"> (1) Identify local needs: What robotics solutions might help Tanzanians overcome the most pressing challenges? We aim to identify the appropriate technology providers and link them to the right stakeholders. (2) Build local skills: The TFL will offer hands-on professional training and collaborative support to not-for-profit groups, community organizations and/or government institutions. (3) Increase local impact: The TFL will support social good partners to document their projects and impact, as well as share their lessons learned. (4) Catalyse local business: The key to success is a sustainable marketplace. The TFL serves to catalyse new business

	<p>opportunities by providing entrepreneurship and business management training specifically around robotics-as-a-service.</p>
<p>External Links</p>	<ul style="list-style-type: none"> ● Donors, both institutional and foundations ● Partner organisations, such as UN organisations, INGOs, local NGOs, community groups, as well as private enterprises (technology providers) ● National and local government structures and their representatives ● Media ● Regulatory authorities, such as Civil Aviation Administration
<p>Main Responsibilities</p>	<ol style="list-style-type: none"> (1) Implementation of TFL strategy – Assume overall responsibility for the local contextualisation and successful implementation of the WeRobotics Flying Labs strategy. (2) Policy and Procedure – Contribute to the development and utilization of new policies and standard operating procedures for day to day management of the Flying Labs. (3) Grant Acquisition/Fundraising – Contribute to the development of grants to support the Flying Labs and represent both the TFL and WeRobotics as necessary. (4) Management – Provide oversight and management to lab staff and projects based on the established organogram. (5) Conduct Learning – Contribute to the documentation of best practice, lessons learned, and programme results. Support the improvement of overall process and standards. (6) Relationship Building – Actively seek out networking opportunities to increase the Lab’s influence and visibility within the sector and specifically the concept of drones for social good.
<p>Main Activities</p>	<ol style="list-style-type: none"> (1) Strategy: In coordination with the International Projects Manager, implement the business model of the Flying labs to ensure the core mission is fulfilled. Also ensure TFL is represented in relevant meetings and events, and stay abreast of influencing business factors in the country. (2) Accountability: Ensure monitoring, evaluation and reporting of the implementation of grants in accordance with the approved proposals and budgets. (3) Communications: Promote and support the external communication needed for marketing & fundraising. In addition, send periodic reports as per the need and as requested by WeRobotics HQ and fulfil reporting obligations to national authorities. (4) Finances: Establish and ensure financial processes (such as expense processing and budgeting) (5) Security: Ensure updating and adherence to a Lab Safety & Security plan. (6) Human Resources: Recruit, manage and lead lab staff. As well, encourage a working environment in line with WeRobotics values that supports the general well-being of all staff. (7) Influence: Develop and maintain a strong network of good working relationships with relevant authorities, private enterprise, community groups and other key actors including NGOs, embassies, and media.

Personal Specifications

Qualification / Experience	Essential	Desirable
Vocational qualification	Relevant undergraduate university degree (Bachelor)	Relevant graduate university degree (Masters)
Work experience	3 years' management experience including project management	Management experience in the technology sector and/or within a business start-up
Languages	Fluent English (oral and written)	Knowledge of local languages
IT	Competent with Microsoft Office programs; familiarity with ICT issues such as data management	Understanding of ICT issues related to data management; basic understanding of robotics, drones and aerial imagery
Competencies	Essential	Desirable
Motivation	Self-motivated, Proactive, Problem Solver; Able to work independently;	Enjoys working in a dynamic context;
Team-building	Understands team dynamics; Able to effectively draw on strengths of individual team members; Excellent diplomatic, negotiation skills;	Two years' experience of successfully managing a multi-disciplinary team
Adaptability	Can succeed in fast changing and flexible environment; Creative, adaptable to changes, honest;	Diplomatic, proactive, self-controlled
Technical expertise	Knowledge of the developmental context; Proven experience in project cycle mgmt and ability to oversee effectively from senior level;	Good media/PR-related and marketing skills; Proposal writing skills; Knowledge of humanitarian principles
Management and Leadership	Ability to give direction and leadership; Ability to bring multiple stakeholders together and come to decisions; Strong written and verbal skills; Strong planning, organizational and time mgmt skills;	Significant experience in prior management role during a rapid response; Knowledge and experience of change management