



Africa's Talking,  
Mbabane Rd, Lavington.

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rock@jiwe.io

www.jiwe.studio

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## Job Description: Operations Manager at Jiwe Studio

Position: Operations Manager

Location: Nairobi (Remote work options available)

Experience: Minimum 3 years

### About Jiwe Studio:

Jiwe Studio is a pioneering company focused on creating African story-driven games and providing a platform for distributing games, comics, and 3D assets. Our mission is to amplify African stories through innovative gaming experiences. We are currently seeking a dynamic and experienced Operations Manager to lead and coordinate the rollout of the Jiwe IO platform.

### Key Responsibilities:

1. **Project Coordination:** Oversee the entire rollout process of the Jiwe IO and Esports platform, ensuring that all tasks are completed on time and within budget.
2. **Team Leadership:** Lead and coordinate with the social media manager and community organizer to develop and execute a comprehensive rollout plan.
3. **Stakeholder Management:** Facilitate discussions and formalize agreements with telecom industry partners and other stakeholders.
4. **Strategy Development:** Finalize the offline and online release strategies, including social media strategies, in collaboration with the marketing team.
5. **Event Management:** Plan and execute platform launch events in Nairobi, Lagos, and Cape Town, including promotional activities and community engagement events.
6. **Performance Monitoring:** Track project progress, identify potential risks, and implement corrective actions as needed. Monitor KPIs and adjust strategies to ensure successful outcomes.
7. **Reporting:** Prepare regular reports on project status, milestones achieved, and post-launch outcomes. Communicate effectively with senior management and other relevant stakeholders.

### Qualifications:

**Education:** Bachelor's degree in Business Administration, Project Management, or a related field. MBA or relevant certification is a plus.

**Experience:** Minimum of 3 years of experience in operations management, project management, or a related role, preferably in the tech or gaming industry.

### Skills:

- Strong project management skills with a proven track record of managing complex projects.
  - Excellent leadership and team management abilities.
  - Exceptional communication and interpersonal skills.
  - Proficiency in project management tools such as Trello, Asana, or similar.
  - Ability to work under pressure and meet tight deadlines.
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- Analytical mindset with strong problem-solving skills.

**Desired Attributes:**

- Passionate about gaming and the promotion of African stories.
- Highly organized and detail-oriented.
- Flexible and adaptable to changing project requirements.
- Innovative thinker with a proactive approach to challenges.

**Benefits:**

- Competitive salary and benefits package.
- Opportunity to work with a dynamic and innovative team.
- Flexible working hours and remote work options.
- Professional development opportunities.

**How to Apply:**

Interested candidates should send their resume and a cover letter outlining their relevant experience and why they are passionate about joining Jiwe Studio to this form [\[LINK\]](#). Applications will be reviewed on a rolling basis, and early applications are encouraged.

Join us at Jiwe Studio and be part of an exciting journey to revolutionize the gaming industry with African stories!