

## Job Description & Role Explanation

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**Job Title:** Operations Assistant TTI West Africa

**Reports to:** TTI West Africa Operations Director

**Location:** Lome, Togo

**Employment Type:** Full Time (8:00 am-4:30 pm Monday-Friday)

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### Job Scope

The TTI West Africa Operations Assistant takes the place of the operations director when necessary and is accountable in maintaining the correct operation of the business in the absence of the operations director. The responsibility is to generally perform hands-on operations work and handle the administrative responsibilities of the organization.

### Spiritual Life

- Your relationship to God must be the central focus of your life. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in right relationship with your spouse and children.
- Prayer for this partnership, including the ministries, churches, and partners involved must be a central process in all that you do.
- Must identify and be accountable to at least one other person on a weekly basis.

### General Description of Role & Expectations

#### **International Operations Team Member:**

- Ownership of the Mission and Vision of TTI.
- The Operations Team is responsible for ensuring that TTI's ministry is supported and executed as designed.
  - Field and Office Best Practices need to be established, implemented, and carried out throughout the ministry.
- This team functions primarily in a service role to the Global Leadership Team.
  - Raleigh, USA - Joshua Holec- Americas Operations Director
  - Bangalore, India- Sharwan- Asian Operations Director
  - Raleigh, USA – Andre Harriott – Africa/International Operations Director
  - Raleigh, USA – Scott Ridout- Chief Operations Officer

#### **West Africa Operations Assistant:**

- This position involves improving the operations of the business by giving effective, actionable feedback to the operations director.
- This position has an expectation that one must be detail-oriented and stay on task, as well as be efficient in planning i.e., vision trips, rlm.
- This position prioritizes providing clarity to the office teams on their reciprocal expectations and champions the team's needs relative to those expectations.

- Manage daily/weekly activities, including task list, scoreboard, sanitation etc.
- Audit and place orders for equipment, supplies and materials.
- Manage the flight requests and payment across the region.
- Manage the visas application across the region.
- Each Region and country have different cultures and customs. Understanding that is important to see that the operations between the field and offices happen smoothly.
- It is also important to remember that the function of the office team is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field. Likely our field staff may challenge your patience and not always understand the purposes behind our requirements. Grace, mercy, and patience is needed to help them adjust to the expected level we require.

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**Name**

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**Date**

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**Supervisor**

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**Date**