

Job Description & Role Description

Job Title: West Africa Operations Director, TTI West Africa

Reports To: Regional Leadership Directors

Location: Lome/Togo

Employment Type: Full Time (Monday-Friday, 40 hours/week)

Organizational Overview:

TTI is a global movement that makes and multiplies disciples, churches, and leaders. We're committed to getting a church in every village, everywhere.

Job Scope

The TTI West Africa Operations Director is responsible for the alignment and coordination of the West Africa offices and for supporting ministry leaders in the field. This role will primarily work with the West Africa ministry teams as well as the Regional Leadership Team and the Global Executive Team.

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, in case you are married, 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.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

General Description and Expectations



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- Ownership of the Mission and Vision of TTI.
- The Operations Director 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 position prioritizes providing clarity to the office team on their reciprocal expectations and champions the team's needs relative to those expectations.
- This position ensures proper systems and structures are in place, so each team member achieves their goals in the right time, and in the right way with excellence and wisdom.
- In this role, operations are primarily focusing on the fostering of integration between individual departments within the comprehensive teams.
 - This includes administrative and day-to-day aspects, to cater to the needs of the field ministry in a manner which promotes smooth operations without unnecessary delays or difficulties.
- Each country will have different cultures and customs. Understanding that it is important to see that the operations between the field and offices happen smoothly.
- Build and maintain positive working relationships with high-ranking leaders, national field leaders across all countries, RLT Directors and Operations Managers. Exercise diplomacy and discretion in all interactions.
- Proactively identify and address potential challenges.
- Maintain the highest level of confidentiality regarding sensitive information.

Oversight of the West Africa Offices



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- It is your job to ensure that the West Africa offices run smoothly. As Leader of West Africa operations, you need to ensure that the team is properly informed and trained to perform duties with or without direct oversight.
- Perform an initial assessment to gain an understanding of what the team does daily & weekly and to grasp the systems that are currently in place.
 - This should be done at least twice each year.
- You will need to lead the establishment and development of better practices in the Office. Things should be done systematically, consistently, and intentionally to serve, support and facilitate the following.
 - Field Training /TOTs
 - Reporting & Data Entry
 - Communications & Media
 - Field Representative Coordination
 - Finances
 - Printing & Translation
 - E2E
 - Vision Trips and Leadership Meetings in West Africa
- 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.

Training:

- Ensuring proper development of operation leaders in the offices. There is power in our leaders being able to grow their own development and contribute to the vision and mission of TTI.

Reporting:

- Supporting the process to see that church planting reports are being submitted



according to the best practices.

- This primarily involves the management of those involved in sending/receiving reports and discerning specific information from reports.

Finances:

- In collaboration with the West Africa Finance Director , your role is to make sure the bridge from the field to the national, regional, continental and US offices is well maintained. Having a working knowledge of how the field operates, as well as a clear understanding of the financial requirements from the US office, is critical for the financial system. You are part of the glue that holds the field and office together.

Role in Human Resources:

- In collaboration with the West Africa HR and the West Africa Operations managers, your job is to help ensure that our team possesses competencies with setting up and implementing systems for stronger HR practices.
- Helping to improve existing leadership development and strategic planning.
- Being involved in hiring process including posting, receiving and reviewing applications, interviewing, hiring and onboarding
- In collaboration with West Africa HR, review compensation trends and suggest salaries and adjustments when necessary
- Work with the West Africa HR on team monthly payroll
- Update and maintain employee handbook
- Address personnel-related issues in collaboration with West Africa HR
- Recognizes the staff for reaching various benchmarks and accomplishments

Qualifications:



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- The candidate should be a born-again Christian and comply with the statement of faith of TTI
- The candidate must have a bachelor's degree or equivalent experience.
- The candidate must have a minimum of 5 years of experience in managing international organizations.
- The candidate must have exceptional organizational and time management skills.
- The candidate is required to possess the following skills:
 - ✓ Excellent written and verbal communication skills
 - ✓ Critical thinking skills
 - ✓ Strong Problem-solving and Conflict resolution skills
 - ✓ Strong Analytical skills
 - ✓ Good interpersonal skills
 - ✓ Fluency in English and French
 - ✓ High leadership skills
 - ✓ Strong knowledge of Financial/Accounting
 - ✓ Should be able to work in a Christian organization and work with Pastors.
- The candidate must proactively identify opportunities to improve processes and systems to enhance the team's efficiency and effectiveness.
- The candidate must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, etc.)
- International experience is preferred, particularly in coordinating across multiple time zones and cultures - This role operates in a collaborative, faith-driven, and culturally diverse environment.

To apply, send your detailed CV and recommendation letter from your local church to westafricarecruitment@ttionline.org by **31st March 2026**. Only shortlisted candidates will be contacted. Resume review will be conducted on an ongoing basis. If you have already submitted your application, there is no need to reapply.

