AVARAH

ECONOMIC INFRASTRUCTURE FOR HUMAN POTENTIAL.

WE ARE HIRING

Associate Chief of Staff

Office of the CEO

The Associate Chief of Staff partners with the CEO to strengthen executive decision-making, coordinate institutional priorities and translate decisions into accountable execution.

REPORTING TO	LOCATION	CONTRACT	CLOSING DATE
Chief Executive Officer	**Johannesburg hybrid base with field travel**	**Permanent, full-time**	**31 January 2027**

Strengthen the Office of the CEO as a centre of decision, coordination and execution.

THE OPPORTUNITY

AVARAH is appointing an Associate Chief of Staff to strengthen the Office of the CEO as a centre of decision, coordination and execution. Working directly with the CEO, the role integrates strategic analysis, organisational follow-through, governance and executive operations.

It is designed for a high-potential professional ready to exercise judgement, carry significant responsibility and develop into broader institutional leadership.

WHAT THE ROLE OWNS

- Strategic analysis and decision support: Research, synthesise complex information and prepare decision-ready briefs, memoranda and presentations.
- Organisational execution: Translate executive decisions into priorities, coordinate cross-functional workstreams and sustain accountability for delivery.
- Executive operating rhythm: Strengthen meeting preparation, CEO priorities, correspondence and administration as part of the wider mandate.
- Governance and institutional relationships: Support Board reporting, stakeholder engagements and the responsible management of sensitive information.
- Special projects: Carry assignments commissioned by the CEO and assume increasing ownership of strategic and operational workstreams.

WHO WE ARE LOOKING FOR

- A degree in commerce, economics, finance, business, engineering, law, technology, public policy or a related discipline; equivalent professional preparation may be considered.
- Typically 3 to 6 years of relevant experience. Evidence of judgement, analytical capability and operating maturity matters more than tenure alone.
- Exceptional analytical, research and writing ability, supported by strong financial and commercial literacy.
- Strong organisational, project coordination and execution capability, with consistent follow-through.
- Sound judgement, integrity, discretion and the confidence to engage senior institutional stakeholders.
- The ability to anticipate requirements, navigate ambiguity, challenge ideas constructively and receive feedback with humility.
- The ability to move between strategic work and detailed executive operations, with willingness to undertake municipal field travel.

ABOUT AVARAH

AVARAH is a municipal economic infrastructure institution that enables independently owned local enterprises to serve institutional markets at scale. It connects buyers, productive capacity, capital and technology through commercial rigour, operating standards and delivery accountability.

HOW TO APPLY

Send your CV and a brief motivation to talent@avarah.org. Use Associate Chief of Staff | Office of the CEO as the email subject.

APPLICATIONS CLOSE

31 January 2027

Selection may include a written Case Study Assessment. Applicants must be authorised to work in South Africa.