

Job Description

Position: Chief of Staff
Location: Nouakchott
Reports to the General Manager

Position Overview

The Chief of Staff (CoS) will serve as the right hand to the General Manager, providing technical expertise, project oversight, and strategic leadership in managing large-scale construction and infrastructure projects. The CoS will act as a bridge between executives, project teams, and external stakeholders, ensuring efficient operations, stakeholder alignment, and execution of key initiatives.

Key Responsibilities

1. Executive & Strategic Support

Act as a trusted advisor to the General Manager, providing technical insights on major construction and infrastructure projects.

Oversee and prioritize key initiatives, ensuring alignment with business goals and technical feasibility.

Manage high-level communications, reporting, and decision-making processes.

Prepare strategic reports, presentations, and executive briefs for internal and external stakeholders.

Represent the General Manager in technical meetings, project negotiations, and stakeholder discussions.

2. Construction & Project Management Oversight

Provide technical supervision of ongoing and upcoming projects, ensuring compliance with industry standards.

Collaborate with project managers, engineers, and contractors to monitor progress, mitigate risks, and resolve technical challenges.

Develop and implement construction execution plans, performance KPIs, and risk management strategies.

Ensure adherence to budget constraints, project timelines, and regulatory compliance.

Optimize resource allocation for maximum project efficiency.

3. Stakeholder & Relationship Management

Act as the main liaison between the General Manager and key stakeholders, government agencies, investors, and project teams.

Manage relationships with contractors, suppliers, and regulatory bodies to ensure seamless project execution.

Facilitate collaboration between executive leadership, technical teams, and external partners.

Lead negotiations and ensure contractual agreements align with company goals.

4. Team Leadership & Organizational Development

Oversee key departmental managers and technical teams, ensuring accountability and high performance.

Implement structured reporting mechanisms for tracking project milestones and operational efficiency.

Conduct team performance evaluations, mentorship programs, and leadership development initiatives.

Foster a culture of technical excellence, collaboration, and problem-solving.

Qualifications & Experience

Education: Bachelor's or Master's degree in Engineering, Construction Management, Project Management, or a related technical field.

Experience:

10+ years of leadership experience in construction, infrastructure, or large-scale project management.

Proven ability to manage complex projects, lead technical teams, and oversee high-value contracts.

Technical Expertise:

Strong knowledge of construction methodologies, engineering standards, and regulatory compliance.

Proficiency in project management tools (Primavera, MS Project, AutoCAD, BIM, etc.).

Experience with risk assessment, budget management, and contract negotiations.

Leadership & Communication:

Strong ability to influence, negotiate, and drive strategic decisions.

Excellent relationship management skills across corporate, government, and construction sectors.

Track record in leading cross-functional teams and aligning stakeholders.

Key Competencies:

✓ Strategic Planning & Execution – Ability to translate vision into actionable plans.

✓ Technical Expertise in Construction & Project Management – Strong background in engineering, infrastructure, and project oversight.

✓ Stakeholder & Relationship Management – Skilled in government engagement, contractor negotiations, and partnership development.

✓ Operational & Process Optimization – Track record in streamlining workflows and maximizing efficiency.

✓ Leadership & Team Development – Proven ability to mentor teams and drive high-performance culture.