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Newtown Partners is a blockchain investment and advisory services firm that specializes in token economics and decentralized business model. They operate out of offices in Sunnyvale, California and Cape Town, South Africa. Newtown Partners invests significant time and skill into ensuring that the tokens underlying the decentralized business models of their startups have utility and value across a wide spectrum of industries and use cases. Recent industries that they have worked in include identity management, financial services, augmented reality, media, cybersecurity and e-sports.

Newtown Partners is looking for a full-time Operations Manager to join the firm on a permanent basis. The Operations Manager will report to the Managing Partner.

## **OPERATIONS MANAGER**

### ***Responsibilities:***

- Office management for offices in Century City, Cape Town housing 4 startups and approximately 30 people;
- Administrative and operational support to Managing Partner in his roles as Managing Partner of Newtown Partners, Executive Director of The Bitcoin Foundation and Executive Chairman of Dala Cayman, especially calendar management, travel management, written & telephonic internal and external stakeholder management and task prioritization, meeting & minute management, research, document preparation (Powerpoint slides, Word documents such a letter, memoranda and notifications);
- Operational, project management and administrative support for Bitcoin Foundation operating plan, especially planning and operationalizing global training seminar programs, global cryptocurrency advocacy programs, global regulatory stakeholder engagement programs;
- Operations and project management for new investments and token economic advisory services, and
- Assist the Managing Partner generally in the discharge of investment and advisory services in South Africa and internationally.

### ***Qualifications:***

- Bachelor's degree preferred
- Project management qualification preferred

***Skills and experience:***

- Very strong English written and verbal communication skills
- Advanced calendar management across multiple calendars & time zones
- Experience with software project & program management frameworks, such as SCRUM
- Highly organized, high attention to detail and meticulous
- >10 years' post-university operational and administrative support work experience to Executive Management
- High fluid intelligence (problem-solver)
- Highly pro-active, limited desire for management oversight
- High interest in startup entrepreneurship

***Salary and employment benefits:***

- Salary negotiable based on qualifications and experience (range R25,000-R35,000)
- 20 days' annual leave
- Office parking bay

This is an intermediate-level position. Please send your comprehensive CV to [work@newtownpartners.com](mailto:work@newtownpartners.com).

If you do not receive a reply to your application within 2 weeks, you may assume that it has been unsuccessful.