

The American School of Kinshasa
EXCELLENCE • INTEGRITY • INCLUSIVITY

Chief Operations Officer

LEADERSHIP SEARCH PROFILE

START DATE • JULY 27, 2027

Lead the operations that make great learning possible

The American School of Kinshasa seeks a senior operations leader for its international school community in Kinshasa, Democratic Republic of the Congo.

PRESCHOOL TO GRADE 12 • 42 ACRES • THREE IB PROGRAMMES

DEEP ROOTS

An international school with deep roots in Kinshasa

Founded in 1961, TASOK is an independent nonprofit school accredited by the Middle States Association. It is a member of the Council of International Schools and is supported by the U.S. State Department Office of Overseas Schools.

OUR MISSION

The American School of Kinshasa provides dynamic and individualized educational challenges and opportunities that promote diversity and empower each of its students to develop into independent global community leaders.



A FORESTED CAMPUS IN THE HEART OF KINSHASA

1961	300+	40+
FOUNDED	STUDENTS	NATIONALITIES

PRESCHOOL	42	3
THROUGH GRADE 12	ACRES	IB PROGRAMMES



ROOTED IN INTEGRITY
UNITED BY INCLUSIVITY
DRIVEN BY EXCELLENCE

An American education through the IB continuum

TASOK serves students from preschool through grade 12. An American curriculum is delivered through the IB Primary Years, Middle Years and Diploma Programme frameworks, culminating in an American high school diploma.







LEARNING BEYOND THE CLASSROOM

Arts, athletics, Model United Nations, clubs and service give students opportunities to explore interests and lead. The forest, botanical garden, playing fields and outdoor trails extend learning beyond the classroom.

PYP • MYP • DP

ONE CONNECTED LEARNING JOURNEY

WHAT OPERATIONS MAKE POSSIBLE

Access. Safe, well maintained spaces for learning, sport and community events.

Continuity. Dependable utilities and technology that keep classrooms and school services running.

Inclusion. Facilities, systems and services that support students, families and staff.

THE LEADERSHIP OPPORTUNITY

Build dependable school operations

TASOK seeks a Chief Operations Officer to lead its business operations and help the school plan for its long term financial and physical needs.

Dr. Izzy Catz, the current COO, will succeed Ben Marsh as Director. The incoming COO will have the benefit of a Director who knows the role firsthand and can support the handover.



A CLEAR LINE OF RESPONSIBILITY

The COO reports to the Director, serves on the Senior Leadership Team and consults with the Board Finance Committee by invitation.

THE SCALE OF THE ROLE

Finance. An annual operating budget of $7 million to $10 million.

Campus. A 42 acre campus with a Master Facilities Plan and major capital projects.

People. Functional leaders and service teams whose work affects every student, family and colleague.

Turn school priorities into sound budgets, dependable services and clear ownership across operational teams.

Financial and operational leadership

Lead the functions that keep TASOK operating safely, reliably and responsibly. Work with academic leaders so operational decisions support teaching, learning and the experience of families and staff.

KEY RESPONSIBILITIES

Finance and controls. Lead annual budgets, multiyear forecasting and scenario planning. Oversee financial reporting, internal controls and audit readiness. Coordinate banking and investment matters with the TASOK Foundation.

Campus and capital projects. Manage project budgets, schedules and financial controls. Partner with the Facilities and Security Manager on the Master Facilities Plan, infrastructure, security, utilities and campus housing.

People and services. Lead finance and accounting, HR, IT and data systems, procurement, transportation, food services, contractor management and administrative support. Collaborate with Admissions.

OPERATIONAL SYSTEMS AND RISK

Teams and talent. Set service standards and support functional leaders in meeting them. Oversee HR policy, staffing, compensation, benefits and performance practices.

Technology and data. Improve the reliability and integration of enterprise systems. Oversee data integrity, cybersecurity, user training and continuity of essential services.

Procurement. Strengthen vendor oversight, purchasing controls and fraud prevention.

Risk and compliance. Oversee emergency preparedness, crisis response and insurance. Maintain appropriate controls for DRC labor and tax compliance and relevant U.S. nonprofit obligations.

Priorities for the incoming COO

Work with the Director and operational leaders to establish a baseline, assign responsibility and agree how progress will be measured.

01 Budget and forecast. Build a rolling financial model with clear assumptions, scenarios and reporting on variances.

02 Capital delivery. Set cost and schedule baselines for major projects and track decisions, risks and changes.

03 Internal controls. Review audit findings, procurement workflows and vendor oversight. Assign owners and dates for corrective action.

04 People and services. Agree service standards with department leads and establish a regular review of performance and staff development.

05 Technology and data. Prioritize data quality, cybersecurity and tested plans for keeping essential systems running.

06 Safety and resilience. Review emergency readiness and insurance, and monitor risks to utilities, facilities and campus operations.

WHAT PROGRESS LOOKS LIKE

Reliable forecasts, visible project milestones and a team that can show where services are improving.











THE LEADER WE SEEK

An analytical, collaborative operations leader

The COO should move easily from a financial forecast to a campus project review and explain what each decision means for the school. The role calls for adaptability and the ability to build trust across teams.

LEADERSHIP QUALITIES

Rigorous judgment. Uses sound evidence and clear assumptions to make decisions under uncertainty.

Systems thinking. Sees how finance, people, technology and facilities affect one another.

Team leadership. Develops leaders, sets expectations and follows through.

Communication. Works across cultures and makes complex decisions understandable.

DESIRED EXPERIENCE

Executive operations. Comparable budget leadership in an international school, higher education or complex nonprofit, with financial modeling and capital project experience.

Systems and regulation. Enterprise systems, accounting in multiple currencies and the ability to navigate DRC requirements and U.S. nonprofit frameworks.

Languages. Excellent English. Working French or a strong willingness to learn is highly valued.



Life in Kinshasa

Kinshasa, the capital of the Democratic Republic of the Congo, is shaped by Congolese music, visual arts, markets and food. Its embassies, businesses and nonprofit organizations bring together people from across the city and around the world.

TASOK's forested campus in Ngaliema gives families and staff space to connect through sport, school events and time outdoors. International Day brings the community together, and the Congo River, Zongo Falls and Kisantu Botanical Gardens offer ways to explore beyond campus.

Explore daily life in Kinshasa on the TASOK careers page



THE RIVER



OUTDOOR EXPLORATION



TIME IN NATURE

Application process

The American School of Kinshasa invites applications for Chief Operations Officer. Submit your materials directly to TASOK by December 18, 2026.

APPLICATION MATERIALS

1. Letter of application. Explain your interest in TASOK and the experience you would bring to the role.

2. Current résumé or CV.

3. Professional references. List three to five professional references, including your current direct supervisor. Include each reference's contact details.

Address your application to Dr. Izzy Catz and copy Ben Marsh.

EMAIL YOUR APPLICATION TO

Dr. Izzy Catz

icatz@tasok.net

COPY

Ben Marsh

bmarsh@tasok.net

APPLICATION DEADLINE

December 18, 2026

START DATE

July 27, 2027

SAFE RECRUITMENT

TASOK is committed to safeguarding students. Employment is subject to background checks under the school's safe recruitment procedures.

Discover TASOK at www.tasok.net