



## Product Development Coordinator

GeoPoll is a leading research organization that uses mobile phones to gather direct, real-time insights from millions of people throughout Africa, Asia, and Latin America. Working with clients including global brands, media outlets, and international development groups, GeoPoll facilitates projects that measure vital indicators around the world.

GeoPoll seeks smart, dedicated, and passionate individuals to join our team, and help us improve the lives of citizens around the world through the mobile phone.

### About this Role

We are looking for a Product Development Coordinator in Nairobi, Kenya to work cross functionally through many independently operating teams. We follow agile and lean startup thinking in our product design/implementation approach. This means understanding of our customers' needs/goals and working backwards in developing products and using metrics to measure success.

You will work closely with development, design, operations, business development, customer service, and executive teams to bring products to market, develop and grow business opportunities, and enhance our existing products and features. A successful candidate will be highly analytical, resourceful, customer-focused, team oriented, and will have an ability to work independently under time constraints to meet deadlines. You will have a proven track record in taking on end-to-end ownership and successfully delivering results in a fast-paced and dynamic business environment.

Some of the key job functions of the Product Development Coordination;

- Drive the overall product and feature roadmap by managing prioritization and tradeoffs against user experience.
- New requirements gathering and analysis, review and documentation of user stories and mock ups as aligned with the business owner and necessary stakeholders
- Adherence to agile process and product development lifecycle
- Ensure product quality by clearly documenting user/business requirements and keeping Product overview documents up-to-date
- Have basic understanding of manual testing techniques
- Work cross functionally with the different teams outlined and not limited to (Product Managers, Quality Assurance, Software Developers, Business Teams)
- Support Sprint Planning across platforms both Pre and Post to meet Product roadmap and Priority bug fixes as per delivery timelines
- Experience using project management tracking tools
- Identify risks and issues that will impact delivery
- Assist with issues affecting the end user
- Support the Product Manager for Project Delivery in maintaining and developing processes, standards, tools and reporting and their documentation and proactively reviewing the service provided to end-users and customers

**Relevant experience:**

- Several years work experience, preferably in an entrepreneurial / high growth setting, with responsibilities including: product management, value proposition definition, prototyping, data analysis, software development.
- Experience taking an idea from theory and analysis into a market launch — either as an entrepreneur, member of a start-up team, or internally at an organization.
- Comfort with communication, working as a collaborator and advisor, and the ability to confidently and credibly share your point of view and expertise.

**Basic Qualifications**

- 3+ years' experience in IT related field that practices and upholds product/project methodologies
- Any IT related degree
- Process/system design, requirements generation, UX design
- Quality assurance - basic understanding
- Strengths in issue-resolution and follow up, ability to work in a deadline-driven work environment, attention to detail, and ability to multitask.
- Strong verbal and written communication skills
- Proven ability to work independently to drive projects to completion.

GeoPoll's parent company is Mobile Accord, Inc. Mobile Accord, Inc. is an Equal Opportunity Employer and welcomes diversity.

Please submit your CV, salary history and relevant work examples to [devcareers@geopoll.com](mailto:devcareers@geopoll.com) with the subject Product Development Coordinator.

Feel free to check out our website: <https://www.geopoll.com> .