



DETAILED JOB DESCRIPTION & RESPONSIBILITIES FOR THE POSITION OF CHIEF EXECUTIVE OFFICER



A. JOB DESCRIPTION & RESPONSIBILITIES:

- *Directs the development and installation of procedures and controls, to promote communication and adequate information flow, and thereby solidify management control and direction of the enterprise.*
- *Participates in the development and preparation of short-term and long-range plans and budgets based upon broad organization goals and objectives. Recommends their adoption to the Board*
- *Directs the development and establishment of adequate and equitable personnel policies throughout the organization, including compensation policies and employee benefit plans. Ensures that the interests and welfare of employees as individuals are preserved and protected. Ensures capacity building of the organization through adequate Human Resource Development*

B. OPERATIONAL RESPONSIBILITIES:

- *Directs internal operations to achieve budgeted results, internal financial criteria, and to preserve the capital funds invested in the enterprise.*
- *Directs internal operations to ensure that the company's assets are maintained and protected through proactive O&M and planning.*
- *Develops and establishes operating policies consistent with the macro-level policies and objectives and insures their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically.*
- *Develops and maintains a sound plan of organization. Establishes policies to ensure adequate management development and to provide for capable management succession for those functions/business units falling under his/her responsibility.*
- *Ensures smooth administrative functioning of the organization through deployment of appropriate resources*
- *Develop plans, permits, and procedures to ensure environmental compliance and implement follow-up corrective actions with federal, state, and local regulations.*

C. EXTERNAL RESPONSIBILITIES:

- *Develop and maintain the reputation and image of the organization in official and financial domains.*
- *Liaises with the Government departments that all activities and operations are performed in compliance with local, state, and federal regulations and laws governing business operations.*

- *Special influential liaising with CPPA and SNGPL towards major transaction centers and create comfort for lenders.*
- *Liaising with Audit teams (AG Audits / Internal & External Audits) and other government investigating agencies.*

D. SKILLS AND COMPETENCIES:

- *Proven hands on experience of dealing with major stakeholders including government, regulators and external authorities.*
- *Proven ability to effectively lead and inspire diverse teams.*
- *Ability to think strategically and set strategic direction.*
- *Must holds excellent communication skills at all levels from ministerial to staff level.*
- *Proven track record of honesty, integrity and strong work ethics.*