

MANAGING DIRECTOR

MAIN PURPOSE: To be responsible to manage, control, oversee and monitor the activities, progress and performance of the Company

QUALIFICATIONS:

A: By selection from among Candidates who possess:

- (i) a Professional Qualification or a Degree in either Finance, Economics, Business Administration or Maritime Transport from a recognized institution;
- (ii) a Postgraduate Qualification in the relevant field; and
- (iii) at least 10 years post-qualification experience at Senior Management level and proven work experience in a Port Environment **OR**

B: From the grade of Deputy Managing Director reckoning at least 15 years proven experience in a port environment **OR**

C: Alternative qualification acceptable to the Company.

REQUIRED SKILLS/ATTRIBUTES:

- Strong leadership and managerial abilities.
- Good analytical skills and ability to effectively lead a team of professionals and Senior Managers.
- Excellent communication and negotiation skills and proficient knowledge of Port's Management.
- Ability to identify complex issues and recommend alternatives to resolve those issues.
- Ability to plan, review, assign and evaluate the work of Heads of Department.
- Ability to establish and maintain effective relationships with Board of Directors, public officials, subordinates, and other stakeholders.
- Ability to deal with Industrial Relations matters.

DUTIES AND RESPONSIBILITIES:

1. To discharge all obligations and responsibilities as a member of the Board.
2. To be responsible for the execution of the policies of the Corporation by:-
 - (a) Communicating to the Corporation the decisions reached by the Board; allocating responsibilities for implementing these decisions and ensuring that effective implementation programmes are devised and carried out.
 - (b) Making operational decisions on financial, operating, personnel, procurement, commercial and related matters as approved by the Board.
 - (c) Developing and maintaining a sound and effective organisation structure, with clearly defined responsibilities and adequate means for ensuring proper control and coordination, and ensuring that all executives discharge their responsibilities competently and conscientiously.
 - (d) Establishing objectives for Corporation departments within the framework the organisation's objectives, and reviewing and approving plans and programmes developed by them to accomplish the objectives established.
 - (e) Submitting annual revenue and capital budgets and establishment proposals to the Board for approval, and subsequently ensuring that expenditure and staffing are monitored and controlled within the budgets and establishments authorised.
 - (f) Monitoring the operating and financial results of the Corporation, taking any necessary corrective action.
 - (g) Communicating and negotiating with the Unions for establishing a harmonious and conducive employment relations between the Corporation and the Unions.

- (h) Ensuring that use of resources are optimised and productivity is increased with a view to achieving effectiveness, efficiency and profitability.
- 3 To provide the Board with all necessary information, reports and statistics to enable it to exercise overall surveillance of the affairs of the Corporation.
 - 4 To advise the Board on strategic and policy related matters.
 - 5 To be responsible and accountable to the Board for the effective running of the Company in line with Company's policy.
 - 6 To execute his responsibilities according to lawful and ethical standards, as referenced in appropriate legislations including the Company's Act and the Corporate Governance Act.
 - 7 To formulate, elaborate and propose strategies for the effective implementation and monitoring of projects.
 - 8 To ensure financial compliance and uphold high standards of corporate governance, in line with Company's objectives and policies.
 - 9 To identify, develop, formulate and direct the implementation of business strategies and corporate policies;
 - 10 To plan and direct the organisation's activities to achieve stated/agreed targets and standards for financial and trading performance, quality culture and legislative adherence;
 - 11 To assist in the recruitment and selection of executive team members;
 - 12 To maintain and develop the organizational culture, values and reputation with all stakeholders including staff, customers, suppliers, partners and regulatory/official bodies;
 - 13 To report to shareholders and Board on organisational plans and performance;
 - 14 To provide reports on the Company's performances and advise on strategic management and general administrative issues in relation to the Company's matters;
 - 15 To develop strategies and plans to achieve competitive advantage through the capabilities of CHC staff and a high organisational performance culture.
 - 16 To formulate policy guidelines on matters relating to Procurement in general and the marketing of the services of the Company.
 - 17 To ensure optimum returns on the Company's assets, whilst complying with the Industry's safety and security standards and regulations.
 - 18 To perform any other duties as directed by the Board.