

DEPUTY MANAGING DIRECTOR

MAIN PURPOSE: The Deputy Managing Director (DMD) will assist the Managing Director in the discharge of his duties and will be the main liaison person and will provide the required knowhow to ensure that the activities of the Company are being performed competently and effectively as per plan.

QUALIFICATIONS:

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; and
- (ii) at least 5 years post-qualification experience at Senior Management level in a Port Environment.

A Postgraduate Qualification in the relevant field would be an advantage.

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.

DIRECTLY REPORTING TO: Managing Director

DUTIES AND RESPONSIBILITIES:

1. To assist the Managing Director (MD) in the discharge of his responsibilities as follows:
 - a) Identify, develop, formulate and direct the implementation of business strategies and corporate policies;
 - b) Plan and direct the organisation's activities to achieve stated/agreed targets and standards for financial and operational performance, quality culture and legislative adherence;
 - c) Assist in the recruitment, selection and development of executive team members;
 - d) Direct functions and performance via the executive team;
 - e) Maintain and develop organizational culture, values and reputation and with all stakeholders including staff, customers, suppliers, partners and regulatory/official bodies;
 - f) Report to shareholders/parent board on organizational plans and performance;
 - g) Provide regular reports on the Company's day to day performances and advise on strategic management and general administrative issues in relation to the Company's matters;
 - h) Execute in the absence of the Managing Director, the latter's responsibilities according to lawful and ethical standards, as referenced in the Company's Act and the Corporate Governance Act and as follows:
 - (i) *Communicating and carrying out follow ups with all Heads of Department/Sections of all decisions approved by the Board; allocating responsibilities for the proper implementation of these decisions; and*
 - (ii) *Formulating and issuing policies in elaboration of the Board Policy Guidelines.*
2. To assist the MD in the preparation of Board papers.
3. To provide assistance to executive management in the coordination and the supervision of the work in the different Strategic Business Units and the Technical Sections.
4. To provide assistance in developing strategies and plans to achieve competitive advantage through the capabilities of CHC staff and a high performance organisation culture.
5. To formulate policy guidelines on matters relating to Procurement in general and the marketing of

services of the Company.

6. To implement the Company policies with regards to efficiency, health and Safety and ensure that these are communicated and understood.
7. To assist in dealing with industrial and Union related matters.
8. To ensure optimum returns on the Company's assets, whilst complying with the Industry's safety and security standards and regulations.
9. To liaise with all statutory bodies, including MPA, to ensure that all key players in turn direct and coordinate their efforts towards attaining the overall objectives of operations, safety, security and expeditious operations, while ensuring that CHC's commercial objectives are met and Standards and Recommended Practices are complied with.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to him as directed by the Managing Director or the Board.