

## JOB DESCRIPTION

### MANAGING DIRECTOR

<b>Job Title</b>	:	Managing Director
<b>Job Grade</b>	:	KNTC 1
<b>Reporting to</b>	:	Board of Directors
<b>Supervises</b>	:	General Managers, Divisional Heads
<b>Working Relationships</b>	:	Board of Directors, General Managers, Divisional Heads, All staff, External stakeholders.

#### Job Profile:

The incumbent shall be responsible to the Board of Directors for the day to day management and administration of all the activities and affairs of the Corporation.

#### Duties and Responsibilities:

- (i) Ensuring implementation of the Board of Directors' decisions;
- (ii) Overseeing the development, implementation and review of the Corporation's long term strategies, business plans, annual operating budgets;
- (iii) Providing leadership and strategic direction (formulation, implementation and evaluation) in accordance with the Corporation's vision, mission, goals and standards;
- (iv) Ensuring that all financial and non-financial resources of the Corporation are effectively and efficiently managed;
- (v) Maintaining financial controls, prudent procedures, adequate records, and accountability standards that meet requirements of state corporations, the funding partners and other collaborating agencies;
- (vi) Providing strategic leadership in Corporation's programme, work and operations;
- (vii) Ensuring close partner and collaborative relationships between the Corporation and government or private sector;
- (viii) Fast track the implementation of the staff and the corporate performance Contract;
- (ix) Provide advice to the Board on all matters related to commercial activities, the emerging trends and new market ventures;
- (x) Facilitating marketing functions;

- (xi) Ensuring KNTC complies with relevant legislations;
- (xii) Ensuring continual improvement in the quality and value of services and products provided by the Corporation;
- (xiii) Fostering a corporate culture that promotes implementation of ethical and good corporate governance practices.
- (xiv) Providing effective links between the Corporation and stakeholders locally as well as internationally;
- (xv) Serve as the link between the Board of Directors and the members of staff;
- (xvi) Being the Corporation's accounting officer for all matters appertaining to running of the affairs of the Corporation;
- (xvii) Transacting, managing and making decisions which may be necessary in the conduct of Corporation's business; and
- (xviii) Directing, managing and developing staff including: hiring, orientation, training, counseling and evaluation and support them in their professional and personal development and approve termination from the Corporation's service.

**Person Specifications:**

For appointment to this grade, an officer must have:

- (i) A minimum period of fifteen (15) years work experience in a busy commercial environment.
- (ii) At least six (6) years relevant work experience in Senior Management.
- (iii) Bachelors Degree in any of the following disciplines: - Business Administration, Commerce, Marketing, Human Resource, Public Relations, Economics, Finance or equivalent qualification from a recognized Institution;
- (iv) Masters Degree in any of the following disciplines: - Business Administration, Commerce, Marketing, Human Resource, Public Relations, Economics, Finance or equivalent qualification from a recognized Institution;
- (v) Be a member of a professional body where applicable;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated managerial, administrative, and professional competence in work performance and results; and
- (ix) Fulfill the requirements of Chapter Six of the Constitution;
- (x) Exhibited a thorough understanding of public sector institutions, national goals, policies, objectives and ability to relate them to proper management of KNTC Function.

**Key Competencies and skills:**

In addition, an officer must demonstrate;-

- (i) Strategic in mindset with an eye for detail and sense of corporate focus
- (ii) Transformational manager with energy and creativity to turn around the organization and positively impact the stakeholders
- (iii) Exposure to high level institutional partnership, collaboration and networking roles
- (iv) Experience in competitive set ups with significant distribution and stock costing
- (v) Good administrative and coordination skills
- (vi) Ability to manage and sustain high cost center performance, compliance and performance standards
- (vii) Familiarity with Government financial, operational and development plans and vision 2030
- (viii) Understanding of trade policies and regulations in a trading environment
- (ix) Business development skills
- (x) Interpersonal, Communication, Negotiation and Analytical skills;
- (xi) Pro-activeness and ability to work under pressure;
- (xii) Managerial, supervisory and Leadership skills;
- (xiii) Decision making and problem solving skills;
- (xiv) Professionalism; Ethical and Team skills.