TERMS OF REFERENCE

Post: Managing Director – Corporate Services

Rank: Senior Executive Director

Post Type: 5 years Term (will be extended for another 5 years based on performance)

Reporting Relationships: Deputy Governor

Job summary:

Overall in-charge of the Corporate Services Area of MMA which includes the following Divisions

- Financial Controls Division,
- Human Resource Division,
- Technology Services Division,
- General Services Division,
- Building, Property and Security Management Division

Roles and Responsibilities

- Oversee the operations of Financial Controls Division, Human Resource Division, Technology Services Division, General Services Division, Building, Property and Security Management Division and any other Division or Unit that comes under the Corporate Services Area.
- Provide policy and technical advice to Governor, Deputy Governor and management on the matters related to the function of Human Resource, Financial, Technology, General Administration, Building and Property and Security management.
- Ensure effective Information and Computer Technology policies, procedures and practices are developed and implemented, and are kept in compliance with the local laws and regulations and with the international best practices.

- Ensure effective Human Capital Management policies and procedures are developed and implemented and are kept in compliance with the local laws and regulations and with the international best practices.
- Ensure that the Authority's financial statements are prepared in accordance with the International Financial Reporting Standards (IFRS) on a timely basis.
- Ensure efficient and effective budget planning and implementation is established which supports the achievement of the Authority's strategic objectives.
- Ensure effective Tendering and Procurement Management policies and procedures are developed and implemented and are kept in compliance with the local laws and regulations and with the international best practices.
- Ensure efficient and effective Administrative Services are delivered.
- Ensure that Authority's approaches to Building and Property Management and Security Management complies with the highest international and local standards and best practices.
- Develop and maintain close coordination and collaboration with external and internal stakeholders.
- Develop talent and diversity within the area by providing technical guidance and direction to the staff.
- Assess the performance of staff and identify the training and staff requirements for the efficient functioning of the Corporate Services Area.
- Participate in the Executive Management Discussions and contribute to the formulation of polices and strategies and assist in the implementation of those policies and strategies.
- Represent MMA in international Forums and attend meetings with stakeholders related to the work of Corporate Services Area.
- Write or oversee the preparation of speeches, papers, presentations, and reports requested by the Governor.
- Perform additional duties assigned by Governor.

Job Specification

- Qualification:
    - A Bachelor's Degree or equivalent in the field of Business, Management, Business Administration, Human Resource, Information Technology, Project Management, Finance, Accounting, Economics, or related field and;
    - A Masters Degree in a relevant field

- Experience:
    o A Minimum 5 years' experience in MMA or financial sector related or experience in finance related area in state and private agencies, and;
    o A Minimum of 3 years' experience at managerial level positions or demonstrated leadership qualities.

- Desired Skills and Competencies:
    o Ability to lead a team of competent graduates.
    o Strong problem solving and professional judgment skills.
    o Familiarity with relevant laws, regulations, and best practices.
    o Knowledge and experience in the field of Information Technology.
    o Excellent interpersonal skills.
    o Excellent Communication, Report writing and presentation skills.