

## JOB DESCRIPTION

### 1. IDENTIFICATION SECTION

<b>JOB TITLE</b>	Chief Executive Officer
<b>JOB GRADE</b>	IDC1
<b>DIVISION</b>	CEO's Executive Office
<b>DEPARTMENT</b>	CEO's Office
<b>REPORTS TO</b>	Board Chairperson
<b>DIRECT REPORT(S)</b>	<ul style="list-style-type: none"> <li>• Chief Investments Officer</li> <li>• Chief Portfolio officer</li> <li>• Chief Finance Officer</li> <li>• Chief Legal Officer/Company Secretary</li> <li>• Chief Corporate Services Officer</li> <li>• Chief Human Capital Officer</li> <li>• Chief Internal Auditor</li> <li>• Head of Research &amp; Strategy</li> <li>• Head of Procurement</li> <li>• Executive Assistant/Manager CEO's Office</li> <li>• Personal Assistant to CEO</li> </ul>

### 2. JOB PURPOSE

The Chief Executive Officer (CEO) shall act on behalf of the Board of Directors to develop and successfully implement the corporate strategy of the Industrial Development Corporation (IDC) and ensure its actualisation. The CEO shall provide overall oversight and leadership of the company and will be responsible for the performance and management of IDC to maximise Shareholder Value and observing obligations to all its stake holders.

The position is a Chairperson of the Management Executive Committee and is an Executive Director on IDC Board of Directors. The position is appointed by the Board of Directors.

### 3. KEY ROLES AND RESPONSIBILITIES

- Strategy formulation and implementation to ensure long term viability and sustainability;
- Identification of strategic partnerships/linkages on existing and new sustainable investment opportunities;
- Identification of developmental/social opportunities in the outlying areas of Zambia leading to sustenance and managing them to profitability;
- Undertaking core diagnostic of all investments in IDC portfolio and formulating turnaround strategies;
- Driving growth in IDC through prudent investment practices and management;
- Ensure Governance structures within the subsidiaries are aligned to IDC’s growth strategy;
- Enhancement of operational and human capital efficiency within IDC to support IDC’s strategy;
- Management and engagement with key stakeholders such as the respective ministries, investors, funders and other partners;
- Adherence to and enhancement of the risk, compliance and governance framework;
- Dividend growth; and
- Repositioning of IDC brand.

### 4. KEY RESULT AREAS

KEY PERFORMANCE AREAS	ACCOUNTABILITIES
Corporate Strategy, Policy Formulation, and Implementation	<ul style="list-style-type: none"> <li>• Provides leadership in the development of Corporate Strategy with the Board</li> <li>• Superintends the effective and successful implementation of the corporate strategic plan.</li> <li>• Oversees the provision and attainment of a performance work culture.</li> <li>• Provides leadership to ensure that the is mobilised to achieve its strategic objectives set by the Board</li> <li>• Provides leadership to ensure that IDC is positioned to attract viable strategic partnerships and stakeholder engagements.</li> </ul>

KEY PERFORMANCE AREAS	ACCOUNTABILITIES
Ensure growth in IDC revenue year-on-year	<ul style="list-style-type: none"> <li>• Superintends to ensure that IDC provides oversight and support frameworks, for improved congruence, subsidiaries' financial performance and enhanced capacity as well as internal controls in subsidiaries.</li> </ul>
Increase contribution of non-dividend revenues to total revenues and raised adequate capital	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that IDC is financially sustainable and has the resources to finance its transformation and investment agenda.</li> <li>• Superintends the concentration on diversifying IDC's revenue base away from dividend dependence by ensuring that subsidiary capacity to pay management fees and increasing rental income is strengthened.</li> </ul>
Enhancement of Operational Efficiency	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that IDC as an investment and holding company has the capacities to delivery on its mandate and on the expectations of its stakeholders.</li> <li>• Superintends the enhancement of human capital management and retention of talent.</li> <li>• Oversees business continuity through viable ICT systems.</li> </ul>
Promotion of Strategic partnerships	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that effective partnering with credible institutional investors and institutions which are essential to delivering results in an increasingly complex macro-economic environment is achieved.</li> </ul>
Communications Strategy	<ul style="list-style-type: none"> <li>• Oversees increased brand visibility and awareness to ensure attainment through the implementation of an effective Communications Strategy</li> </ul>
People Management and Leadership	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that IDC enhances human capital management and retention of right talent.</li> <li>• Provides leadership to ensure that the company attains and remains the Employer of Choice.</li> </ul>

KEY PERFORMANCE AREAS	ACCOUNTABILITIES
	<ul style="list-style-type: none"> <li>• Superintends the provision and promotion of sound leadership practices.</li> </ul>
Stakeholder Management and Network	<ul style="list-style-type: none"> <li>• Oversees the development and implementation of Stakeholder Strategy for Collaboration and Communication.</li> <li>• Provides leadership to ensure that an effective working relationship with all the stakeholders and beyond, in achieving the corporate objectives of IDC is established.</li> <li>• Oversees the enhancement of shareholder asset value.</li> <li>• Provides leadership to ensure that relationships with relevant local institutions are enhanced.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Superintends to ensure that credible leadership in the achievement of Financial Goals and Key Performance Indicators in line with the approved Corporate Plan is maintained.</li> </ul>
Corporate Governance	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that Corporate Governance Framework and best practices which promote, and advocate transparency, accountability, and responsibility are effective.</li> <li>• Provides leadership to ensure that Board members are kept abreast of current issues, opportunities, and potential risks of IDC.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Superintends to ensures that a strong Risk, Compliance and Governance Framework is embedded across all functions in the organisation.</li> </ul>
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>• Provides leadership to ensure that an implementation plan outlining activities and output targets with estimated costs is developed to operationalize the Strategic Plan.</li> <li>• Superintends to ensure that achievements against plans are undertaken at all levels of the organization.</li> </ul>
Furtherance of Company's Interests	<ul style="list-style-type: none"> <li>• Ensure the powers and duties generally exercised by the Chief Executive Officer in the furtherance of the</li> </ul>

KEY PERFORMANCE AREAS	ACCOUNTABILITIES
	interests of the Company as may be authorised and or delegated by the Board of Directors.
Other Duties	<ul style="list-style-type: none"> <li>• Undertake other related tasks and duties that may be assigned from time-to-time.</li> </ul>

## 5. ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

### a) **Professional Qualification:**

- Grade 12 Full Certificate or equivalent
- A post graduate degree in Finance & Investments, Accounting, Economics or other relevant field;
- Membership of professional body or equivalent professional qualification such as ACCA, CIMA, CFA, CIB, or other relevant bodies;

### b) **Minimum Relevant Work Experience:**

- 15 years' post qualification work experience at senior management level in equivalent investment organisations or subsidiary set-ups;
- In-depth understanding of the socio/developmental strategies for SOE's in line with Government's development, empowerment and job creation policies;
- Demonstrable experience around change management, business transformation, business restructuring and organisational culture transformation;
- Experience in mobilising resources through strategic partnerships with Development Fund Institutions (DFIs), pension funds, equity houses and the private sector; and
- Excellent commercial and business acumen and sound understanding of the macro economic environment

### c) **Skill Specifications:**

- Good and proven leadership skills;
- Relationship building and stakeholder management;
- Excellent communication skills; oral, written and presentational;
- Analytical and problem-solving skills with excellent financial analysis skills;
- Good interpersonal skills; and
- Proactive and ability to see the "bigger picture".

**d) Personal Attributes**

- High standards of integrity and morality;
- High levels of interest and supportive of gender and equality; and
- Passionate about setting high standards of excellence.

**6. WORKING CONDITIONS**

- Office work environment.
- Use of computers and other office equipment.
- Concentration and analysis.
- Managing tight deadlines.
- involves dealing with political office holder
- Involves local and international business travel.
- Stressful, may require work-life balance.

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I \_\_\_\_\_ (Name) do hereby confirm that I have read and understood the provisions of this job descriptions and I shall abide by the same.

Job Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ (Name) certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_