



Rural Development Company of Trinidad and Tobago Limited

JOB DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE OFFICER

JOB SUMMARY: To provide effective leadership and direction to ensure that RDC achieves its strategic goals. Works involves collaborating with the Board of Directors and Management to develop and implement the Strategic and Business Plans and management systems aimed at efficiently achieving the Company's goals while developing a highly motivated, business oriented and customer driven organization.

REPORTS TO:

Chairman and Board of Directors of the Company

SUPERVISION GIVEN TO:

Manager, Finance and Administrative Services
Head Legal, Contracts and HS&E
Manager, Engineering Design & Construction
Internal Auditor
Administrative Assistant IV

DUTIES AND RESPONSIBILITIES:

- Reviews status of the Strategic Plan and Budgets for RDC and presents to the Boards of Directors for approval.
- Reviews annual and long term objectives for the Company relative to its mandate to ensure that the organization is operating efficiently and effectively.
- Reviews the business plan and identifies opportunities and threats as they relate to the respective Companies mission, strategic plans and develops mechanisms in consultation with the Board of Directors and management to preserve the company's overall viability.
- Develops and evaluates individual tasks and targets with Management.
- Reviews the financial performance of the companies and assesses the degree of compliance with the respective approved budgets.
- Reviews the operating results of the company to ensure that established objectives are met.
- Provides advice, support and authorization to carry out major plans and procedures consistent with established policies and Board's approval.
- Oversees all technical, financial, legal and contractual functions relating to the operations of the Company
- Reinforces the Company's ethics in all dealings and provides all services in an objective and professional manner.

- Maintains a corporate culture that supports and reinforces the values of the company both internally and externally and in all transactions.
- Monitors the implementation of policies and procedures to ensure effective and efficient construction of infrastructure and social facilities.
- Leads negotiating teams in discussion with stakeholders for potential projects
- Ensures the preparation of corporate, management and special reports and analyses for presentation to the Board of Directors and to other relevant Government bodies.
- Ensures the development of staff towards the achievement of the Company's business goals and objectives.
- Manages the execution of projects approved by the Board.
- Authorizes all transactions with stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the planning and setting of business goals for a State Enterprise in a non-profit environment.
- Extensive knowledge and understanding of the infrastructure and social facilities projects.
- Extensive knowledge of project planning, strategic planning and development cycle.
- Knowledge of financial analysis, budgeting and controlling skills.
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SKILLS AND ABILITIES:

- Proven leadership skills.
- Ability to communicate both orally and in writing.
- Must possess a high degree of analytical diagnostic, negotiating and persuasive skills.
- Ability to solve problems and make decisions within approved policy

MINIMUM EXPERIENCE AND TRAINING, SPECIAL REQUIREMENT

- A Post Graduate Degree in Engineering, Management or Business Administration.
- At least twenty (20) overall experience
- Twelve (12) years' experience at managerial level
- At least eight (8) years at a senior level