



Job Description

Job Title/ Position: Chief Executive Officer (CEO)	Department: Management
Reporting To: Managing Director/Board of Directors	Financial Capabilities: N/A
Job Code: QGMD/CEO0005	Application Deadline: 30 November 2022

Summary/Objective:

- **Chief Executive Officer or CEO** to supervise and control all strategic and business aspects of the company. Commander of the company and responsible for giving the proper strategic direction as well as creating a vision for success.
- Having a business mindset and will be able to see the “big picture” in a variety of settings and to take actions to enhance the company’s cash flow while keeping the human factor in perspective.
- The goal is to drive the company’s development and guide it towards long-term success.

Job Duties and Responsibilities:

- Works with the board of directors and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presents regular reports on the status of the company’s operations to the board of directors and to company staff.
- Oversees the organization’s financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviews the financial results of all operations, comparing them with the company’s objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensures the company’s compliance with all applicable laws, rules, regulations, and standards.
- Negotiates with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- Serves as the company’s representative to the board of directors, shareholders, employees, customers, the government, and the public.
- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- Lead and motivate subordinates to advance employee engagement and develop a high performing managerial team
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Make high-quality investing decisions to advance the business and increase profits
- Enforce adherence to legal guidelines and in-house policies to maintain the company’s legality and business ethics
- Review financial and non-financial reports to devise solutions or improvements
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth
- Maintain a deep knowledge of the markets and industry of the company
- Performs other related duties to benefit the mission of the organization

Education/Qualifications and Experience:

- Proven experience as **CEO** or in other managerial position
- Experience in developing profitable strategies and implementing vision
- Strong understanding of corporate finance and performance management principles



- Familiarity with diverse business functions such as marketing, PR, finance etc.
- In-depth knowledge of corporate governance and general management best practices
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills
- MSc/MA in business administration or relevant field

Supervisory Responsibility

- Oversee all the operations and business activity for every department

Competencies:

- Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- Superlative communication skills, particularly the ability to communicate as a leader.
- Thorough understanding of management and financial practices in all areas and phases of business operations.

To be filled once employee joins

Employee Name:
Employee Number:

Signature: