

## **JOB DESCRIPTION FOR MANAGING DIRECTOR**

### **1. REPORTING**

The employee shall be responsible for the management of the bank and shall exercise overall control. The Employee shall, in all his actions, be responsible and accountable to the Board of Directors and subject to the general laws and other legal provisions of the country.

### **2. JOB PURPOSE**

The Employee shall exercise overall control and supervision of all activities of the Bank

### **3. RESPONSIBILITIES**

Duties shall include but not be limited to the following:

### **4. STRATEGY**

1. The MD identifies develops and directs the implementation of business strategies that:
2. The Bank is run on sound commercial and professional principles and that its defined corporate objectives are pursued. Accordingly the Employee shall initiate short, medium and long-term strategies, action plans and targets in line with the defined vision, mission and objectives of the Bank.
3. The Bank's financial viability and cost structure are regularly analysed and appropriate measures undertaken to monitor and reduce costs in relation to the Banks operations and services provided.
4. A regular review of the Bank's competitive environment is made and appropriate measures are taken to increase the market share and ensure that the Bank retains its market position as the leading micro- finance Bank in the country.
5. Management constantly looks for and seizes opportunities favorable to the expansion of the Bank's activities.

### **5. DIRECT FUNCTIONS**

The MD shall ensure that the;

1. Organisation's activities are accordingly planned and directed to achieve affirmed targets and standards for financial performance, quality, culture and legislative adherence
2. Decisions of the Executive and Management Committee are communicated to all levels of the Institution and are implemented.
3. Meetings of the Executive Committee and the Management Committee are regularly held under his Chairmanship.
4. The Managing Director or a member of the Management Committee visits up-country Branch at least once every two months

## **6. STAFF**

The MD shall be responsible for the recruitment, selection and development of the executive team and ensures that:

1. The Staff Appointments, Development and Disciplinary Committees of Management vet all staff matters that require the attention of the Board prior to submission to the Board.
2. Board decisions on staff are promptly implemented.
3. Head Office Executive Committee and Management Committees meet regularly.
4. Staff motivation and loyalty are improved to minimize staff turnover.
5. Effective forward and feedback communication systems between Management and staff are established and disseminated to all staff in the institution to inculcate coherence and a team spirit.

## **7. COMPANY ASSETS**

The MD shall ensure that:

1. All the risks attached to the Bank's activities, including investment, loans, overdrafts; inter-bank activities are regularly and properly evaluated, monitored and adequately secured.
2. A proper and complete register of the Bank's Assets is kept.
3. All Bank Assets are properly surveyed, registered, recorded, valued and Certificates thereof are obtained and kept.
4. All Bank assets are properly utilized and safe guarded
5. Where Instruments of Transfer or other documents in the Bank's interest may be still pending, that they are promptly executed and the necessary certificates of titles obtained.

## **8. EXTERNAL RELATIONS**

The MD shall ensure that:

1. Central Bank requirements are fulfilled at all times and the Bank retains its operating license from the Central Bank.
2. Executive meetings with the Governor of the Central Bank, as and when called, are attended
3. The monthly Bankers Association meetings in the country are attended.
4. Institute of Bankers Executive meetings are regularly attended.

## **9. PUBLIC RELATIONS**

The MD shall ensure that:

1. Organizational culture is maintained and developed, including its values, the reputation in the market while taking into account the various stakeholders.
2. The Bank acquires and maintains a solid reputation as a successful financial institution committed to the development of small and micro entrepreneurs in the country in line with the defined vision and mission of the Bank.
3. A member of the Management Committee attends meetings, periodically convened by the Bank's counterparts, Partners, Donors or collaborators.

4. Present and Potential overseas partners are welcomed and receive proper attention and the Bank's interests in discussions with them are properly represented
5. Develop and maintain contacts and association with Bank of the country, other Commercial Banks, Microfinance Institutions, Donors and prospective/potential Investors and with their respective forums both locally and abroad.

## **10. BANKING BUSINESS**

The MD shall ensure that:

1. Head Office, Credit, Risk, ALCO committee meetings are convened regularly and chaired by the MD
2. Bank Branch Management is assisted by the Head Quarters management committee from time to time in the management of sensitive cases in arrears.
3. The Bank's credit portfolio grows steadily maintaining a low rate of delinquency.
4. Depositors' interests are always safeguarded in the course of the Bank's lending and investment activities.
5. The Bank's range of financial products becomes more diversified, in line however with the defined objectives of the Bank, thereby guaranteeing a constant improvement in the degree to which the target clientele's needs are satisfied.
6. The Bank's customer service level is improved.
7. There is realization of growth of the Bank's lending, deposit and fee-based business in accordance with approved strategic targets and limits.

## **11. REPORTING AND COMMUNICATION**

The MD shall ensure that:

1. The Board of Directors receives regular reports on the current state of business.
2. The Board of Directors decisions are implemented in a timely manner.
3. All the Bank's Divisions submit quarterly reports for the Board's consideration.

## **12. REMUNERATION PACKAGE FOR MANAGING DIRECTOR**

1. The Bank offers an attractive package to all its senior and executive management and the MDs' remuneration package is attractive and negotiable.

**For the number of people reporting to the candidate see Organization Chart. For additional information see Job Description.**

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