



## JOB DESCRIPTION

A. POSITION INFORMATION	
Job Title	Chief Executive Officer
Job Grade	
Job Holder	
Department	Corporate
Division	Corporate
Completion / Update Date	

B. ORGANISATION STRUCTURAL INFORMATION (where the position fits into the structure)
<pre> graph TD     A[Honourable Minister of Small Business Cooperatives and Marketing] --&gt; B[Board of Directors]     B --&gt; C[CEO]           </pre>
<p><b>Stakeholders:</b></p> <p><u>Internal:</u> BEDCO Staff, EXCO, BEDCO Board of Directors</p> <p><u>External:</u> External Auditors, Government Ministries, Government Parastatals, Financial Institutions, Development Partners, Suppliers and Service Providers, Universities, Business Development Service Providers, Development Partners, Similar organisations to BEDCO regionally and internationally, MSMEs and MSME associations and Private Sector Organisations.</p>

C. JOB PURPOSE
To develop, plan and implement the strategic direction of the Corporation towards the establishment and development of Basotho businesses. To be responsible for the overall management of the Corporation's affairs as delegated by the BEDCO Board of Directors.

D. Key Performance Areas	Key Responsibilities
<p>1. <b><u>Strategic Management</u></b></p>	<ul style="list-style-type: none"> <li>• Develop, recommend, and communicate the strategic plan to the Board for approval, that is geared towards innovate and successful development of micro, small and medium enterprises.</li> <li>• Ensure the Corporation makes resources affordable, available and accessible, including profitable growth and overall success on the mandate of the Corporation and enterprises.</li> <li>• Establish an organisational structure for the Corporation which is necessary to enable execution of the strategy.</li> <li>• Develop and recommend to the Board annual business plans and budgets that support the BEDCO strategy.</li> <li>• Prioritise the allocation of human and financial resources to support the implementation of annual plans.</li> <li>• Oversee the Corporation's financial structure, ensuring adequate and sound funding for execution of the BEDCO strategy and long-term financial sustainability.</li> <li>• Monitor and report to the Board the performance of the Corporation.</li> <li>• Monitor the external environment to continually position the Corporation towards effectively carrying out its mandate.</li> </ul>
<p>2. <b><u>Financial Management</u></b></p>	<ul style="list-style-type: none"> <li>• Developing long-term financial strategies that align with the Corporations overall goals, ensuring sustainable growth and profitability.</li> <li>• Overseeing the preparation and execution of budgets, monitoring expenditures, and ensuring resources are allocated effectively across departments.</li> <li>• Making decisions about resource allocation to optimize return on investment and support strategic initiatives.</li> <li>• Ensuring accurate and timely financial reporting to stakeholders, including the board of directors, investors, and regulatory agencies.</li> <li>• Making strategic decisions regarding investments, whether in capital projects, acquisitions, or new initiatives, based on thorough financial analysis.</li> <li>• Ensure that the Corporation has clean audits by adhering to best practice principles</li> </ul>

<b>3. <u>Stakeholder Management</u></b>	<ul style="list-style-type: none"> <li>• Identify the Corporation's key stakeholders, establish their needs and expectations and develop a strategy to fulfil them</li> <li>• Communicate, on behalf of the Corporation, with the Board, shareholders, government entities, and the public.</li> <li>• Ensure that the Corporation's strategy, programs, and services are consistently communicated to relevant stakeholders.</li> <li>• Ensure that the company maintains high social responsibility wherever it does business.</li> <li>• Effectively manage conflicts Internally and Externally, promoting a more collaborative, productive, and positive workplace environment.</li> <li>• Encourage a culture where team members feel safe to express their opinions, share concerns, and discuss conflicts openly.</li> <li>• Maintain awareness of political, governmental, business and industry environments nationally in internationally.</li> <li>• Participate in appropriate business and professional associations, networks, and activities relevant to the Corporation's interests.</li> </ul>
<b>4. <u>Risk Management and Governance</u></b>	<ul style="list-style-type: none"> <li>• Provide the Board assurance that the proper systems are in place to identify, mitigate and manage business risks and that such risks are acceptable to the Corporation and are within the guidelines established by the Board.</li> <li>• Establish and maintain an environment of internal controls to manage the risks that face the Corporation.</li> <li>• Ensure the accuracy, completeness, integrity and appropriate disclosure of the Corporations financial statements and other financial information.</li> <li>• Ensure that the Corporation complies with all regulatory requirements.</li> </ul>
<b>5. <u>Property Management</u></b>	<ul style="list-style-type: none"> <li>• To ensure BEDCO's properties are well-managed and optimally leveraged as a key income generator for the corporation.</li> </ul>
<b>6. <u>Human Capital Management</u></b>	<ul style="list-style-type: none"> <li>• Oversees that appropriate processes and approaches are in place to enable the effective management and development of human resources within BEDCO.</li> <li>• Directs management team towards effective utilization and development of their human resources component.</li> <li>• Monitors the cost-benefit ratios of human capital management and directs the management team towards remedies.</li> <li>• Oversees that the management team practices the agreed Human Resources approaches to people management and that there is follow-through to all managerial levels</li> <li>• Oversees that key HR matters are comprehensively researched and prepared and appropriately raised with the board that will enable greater effectiveness of Human capital development and utilisation (e.g. reward)</li> </ul>

E. Job Competencies	
Knowledge & Skills	Behavioural
<ul style="list-style-type: none"> <li>• <b>Leadership:</b> Demonstration of strategic thinking, resource allocation, and coordination of people and resources and the ability to motivate develop, and direct people towards execution.</li> <li>• <b>Business Acumen:</b> A strong background in business development and management and how business decisions can affect the organisation</li> <li>• <b>Analytical:</b> Ability to navigate complex data and provide analytics and predictive scenarios that drive action and decision-making.</li> <li>• <b>Strategy:</b> Ability to support the strategy development process and help enable its execution through prioritizing, ensuring the strategy can be funded and communicating the strategy and progress against it to potential investors.</li> <li>• <b>Risk Management:</b> Ability to identify, investigate, analyse, and measure strategic and operational risks early and develop strategies to manage/mitigate them.</li> <li>• <b>Change Management:</b> Ability to create new and innovative approaches to improving effectiveness. Recognizes and develops new ideas and opportunities.</li> <li>• <b>Negotiation Skills:</b> Proficiency in negotiating contracts, partnerships, and agreements while achieving favorable outcomes for the Corporation.</li> <li>• <b>Conflict Management:</b> Ability to use processes, tools, and skills to find creative and respectful ways to manage disagreements and disputes.</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Team Player</li> <li>• Commitment</li> <li>• Proactive and decisive</li> <li>• Communication</li> </ul>

<b>F. JOB SPECIFICATIONS</b>	
<b>Minimum Educational Qualification:</b>	Master's degree in business administration, Economics, Finance or equivalent. Project Management qualification will be an added advantage.
<b>Minimum Experience Required:</b>	Ten (10) years relevant working experience Five (5) of which should have been at an executive leadership level. Experience in dealing with International, Private Sector and donor funded organisations will be an added advantage.

<b>G. JOB SIGN-OFF</b>			
<b>Compiled by</b>		<b>Date</b>	
<b>Updated by</b>		<b>Date</b>	
<b>Responsible Manager</b>	BEDCO Board of Directors	<b>Date</b>	
<b>Job-incumbent</b>		<b>Date</b>	
<b>Next Level Manager</b>		<b>Date</b>	
<b>HR Manager</b>		<b>Date</b>	