



JOB DESCRIPTION

JOB TITLE: Chief Executive Officer

SALARY SCALE: S1

REPORTS TO: Minister of Health and Wellness

JOB SUMMARY

Managing the business of the company by implementing the policies of the Board of Directors and continuing to develop the business of the company to achieve its stated objectives. To ensure compliance with all applicable laws, regulations and government policy.

CORE RESPONSIBILITIES

1. Implements and develops policies and procedures of the Board of Directors and complies with the directions and regulations of the Board.
2. Exercises general control and responsibility for the management of the company.
3. Develops and extends the business of the company and provides regular reports to the Board of Directors.
4. Engages appropriate skills and manpower to carry out the business of the company and develops a business plan for the review and approval of the Board of Directors.
5. Development of company policies and procedures.
6. Prepares reports on business matters and makes recommendations accordingly.
7. Development and analysis of company initiatives and strategies.

QUALIFICATIONS AND EXPERIENCE

A post graduate qualification in Management or in a related discipline and not less than ten years' relevant experience; or

A degree in Management or in a related discipline and not less than 12 years' relevant experience.

Good written, analytical and communication skills are required.