

SMALL AND MEDIUM ENTERPRISES CORPORATION**JOB DESCRIPTION**

Department/Statutory Authority Small and Medium Enterprises Corporation	Position Number SMECCA 012
Division Corporate Affairs	Designation/Classification Director Corporate Affairs Grade 13
Branch Corporate Affairs	Local Designation Director Corporate Affairs
Section All	Reporting to: Managing Director Position No: SMECMD 001
Location Head Office, Gordons.	Highest Subordinate: Managing Director Position No: SMECMD 001

History

DPM File N0.	Date of Variation	Details
	14.06.2018	New & Re-classified
		Adopted new concept of Job Description & Revised Duties

Employment Conditions: As per SCMC and DPM approved Terms and Conditions of employment for SMEC.

2.0 Purpose

The Director will provide overall leadership and daily management of the Corporate Affairs Division. The key duties include planning, managing, controlling and coordinating all divisional staff and resources to effectively and efficiently implement and manage the annual work plans of the division to ensure all the corporate needs of SMEC are achieved.

3.0 Dimension

3.1 Staff Supervision:

Twenty-Five (25) Divisional staff

3.2 Operational Expense Budget:

Manage and operate within the approved Corporation Annual Budget

4.0 Nature and Scope

The Director oversees and manages the Finance and General Administration, Human Resource and Information Technology needs of the Corporation in ensuring continuous improvement and adoption of new organizational, administrative, information and technological, human resource and financial best practices to enable development of new policies and strategies in consultation with other Divisional Directors and the Office of the Managing Director.

The Director will ensure and provide necessary support and assistance to the Office of the Managing Director, the Board and other Divisions for effective operation of the Corporation as well as performing the following specific duties;

1. Prudently managing the limited cash resources derived from the government grant and other resources through the year in order for the Corporation to effectively and efficiently discharge its roles and responsibilities.
2. Ensuring to meet the financial reporting and statutory requirements of the Management and SMEC Board as well as the regulatory authorities such as Internal Revenue Commission, Auditor General's Office, Public Accounts Committee, Creditors and Financiers (Donors), etc...
3. Ensuring the effective implementation of divisional activities and programs as well as compliance with legislative requirements and policies of the Corporation and Government for effective Corporate Management.
4. Develop and maintain effective communication and working relationships with the sectional Managers and rest of the divisional staff.
5. Ensure the efficient and effective management of Corporations limited resources to achieve the Corporations goals and objectives.
6. Oversee and ensure the Corporation is fully resourced and equipped with current Information Technology or Computer Systems, hardware, software, SMEC website and system maintenance.
7. Enable the Corporation to function smoothly and properly with well-equipped and resourced facilities and goods and services and are properly maintained in a safe, reliable and good running condition.

8. Ensuring that the Corporation is fully complemented with appropriately trained, qualified and skilled human resources in the discharge of each divisional responsibilities and achieve overall corporate mandate.
9. Determining the structures, systems, policies, procedures and processes required to deliver services in line with Corporation's priorities with adequate resources deployed for use.
10. Taking overall responsibility for evaluating, reviewing and reporting on the performance of the activities and programs of Finance and Administration, Human Resources and Information technology sections and ensure each section achieve clearly defined objectives and activity targets.
11. Working closely with other divisional Directors enabling the delivery of their planned activities and programs in line with the National SME Policy and Master Plan 2016-2030 in a timely manner.
12. Undertake any other duties as determined by the Managing Director.

4.1 Work Environment

The Division is responsible for providing support services to the Corporation's divisions to ensure the Corporation effectively and efficiently implement its mandated functional responsibilities formulated and mapped out in the Corporation Four Year Corporate Plan and the National SME Policy and Master Plan 2016 - 2030.

4.2 Constraints

Major constraint has been the Corporation's ability to source and secure sufficient and adequate funding to provide appropriate services to meet the ever - increasing demand from the small and medium enterprises sector.

4.3 Challenges

To effectively execute and manage Divisional resources including the twenty-five (5) divisional staff and prudently manage the Corporation's resources to ensure successful implementation of the organizational functional responsibilities to achieve the objectives and goals of the Corporation.

4.4 Working Relationship

The Director Corporate Affairs works closely with the Managing Director, other Divisional Directors, Managers and staff to provide strategic leadership, direction and oversight of the Corporation's corporate services and administrative functions. The Director communicates the Corporation's objectives, policies, priorities and performance expectations to divisional staff through regular meetings and

consultations, ensuring alignment with the Corporation's strategic plans and operational goals.

5.0 Qualifications, Experiences and Skills

5.1 Qualifications

Possess Degree and or a Post Graduate Masters in Business Administration, Commerce or Accounting or Human Resource Management from recognized Universities.

5.2 Knowledge

Possess sound knowledge of corporate governance, strategic management, human resource management, financial management, budgeting, legal and regulatory compliance, risk management and public sector administration. The position requires a strong understanding of relevant legislation, government policies, organisational procedures, performance management, corporate planning, procurement, records management and stakeholder relations to ensure effective coordination of corporate services and achievement of the Corporation's strategic objectives.

5.3 Skills

Possess strong leadership, strategic planning, decision-making, communication, and problem-solving skills with the ability to manage corporate resources, supervise staff, ensure compliance, coordinate corporate services and maintain effective stakeholder relationships to achieve the Corporation's objectives.

5.4 Work Experience

Possess more than five (5) years of relevant work experience in corporate management, human resource management, financial administration, strategic planning and organisational leadership, preferably in both public and private sector environments. The officer must demonstrate proven experience in managing corporate services, supervising staff, developing policies ensuring regulatory compliance and coordinating organisational resources to achieve strategic objectives.

6.0 Principle Accountability

The Director Corporate Affairs demonstrates accountability and professionalism in carrying out assigned duties. Ensures that tasks are completed efficiently and resources are used responsibly in accordance with organisational policies, procedures and established standards. Always upholds integrity and ethical conduct in the performance of duties and provide necessary support to the Corporation to effectively implement the Corporation's Five (5) Year Corporate Plan.