

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

REPORTING TO: BOARD OF DIRECTORS/CHAIRMAN OF THE BOARD

LOCATION: BARBADOS

GOALS AND OBJECTIVES

The goals of Caribbean Export are to optimise the export and investment potential of the CARIFORUM Region. The specific objectives to be realised in seeking to achieve these goals are:

- Enhancing competitiveness and promoting innovation among CARIFORUM's private sector.
- Promoting trade and export development of CARIFORUM States.
- Creating and promoting investment opportunities in the CARIFORUM Region.
- Strengthening the institutional capacity in CARIFORUM to provide support services for trade and investment promotion and development.

SUMMARY OF RESPONSIBILITIES

The Executive Director (ED) is accountable to the Board of Directors for establishing and maintaining effective internal relationships with direct reports and for external relationships with governments, donors and other stakeholders.

He or she will provide leadership and direction and coordinate all activities of the Agency in accordance with its goals and objectives. He or she will supervise the activities of the core staff (CARIFORUM funded) and project staff (Donor funded) and monitor the various projects to be executed by the Agency.

The ED serves as the Chief Executive Officer of the Agency and in partnership with the Board of Directors, is responsible for the success of the Agency.

KEY RESULTS REQUIRED

PEOPLE

- Ensure that the various units in the Agency are appropriately staffed.
- Ensure staff are effectively and appropriately assigned so that their developmental needs/goals, in keeping with the Agency's overall objectives as well as the approved work programme of the Agency, are met.
- Define performance expectations/developing objectives for staff members and monitor performance.
- Periodically review and recommend, in conjunction with the Operations Unit, appropriate technical and personal development training for staff.
- Prepare for and complete one's own performance review along with the Chairman of the Board.
- Lead the preparation of a human resource development programme for staff.
- Provide coaching and mentoring for senior staff.
- Lead in institutionalising the Agency's programmes.

PROCESSES

- Represent the Agency at the Board of Directors' meetings and ensures the implementation of its policies.
- Report to the Board of Directors, the CARIFORUM Directorate and the Council of Ministers and ensure follow-up on their directives.
- Serve as Secretary to the Board.
- Ensure that compliance with legislation, regulatory bodies, internal procedures and donor agency procedures is effectively monitored.
- Supervision of overall functions of the Agency.
- Engage in relationship building and a strong rapport with stakeholders and the donor community (Business Support Organisations, Governments, EU Delegation, other international or cooperation bodies, etc.) to ensure good relations, visibility and participation of the Agency at all level in existing or new programmes and projects.
- Advises on and participates in the regional and government policy discourse, including trade negotiations.
- Co-design and implement measures to lead the sustainability of the Agency.
- Ensure proper management of the Agency's resources.
- Lead a strategic planning process which will result in an annual strategic plan, the performance scorecard and the associated budget.

CLIENTS

- Represent the Agency in the negotiation and presentation of programmes and projects to donor agencies.
- Prepare project proposals and work programmes for the overall Agency.
- Provide general overall supervision for the implementation of projects and programmes.
- Develop an integrated services community through the development and maintenance of close contacts with the private sector and coordinate the activities of the Agency with those of other relevant private and public sector bodies. Ensure joint work and coordination.
- Develop strategic alliances with regional and international agencies and programmes with a view to maximising their impact on and opportunities in the area of export development and investment promotion.
- Ensure that the Agency is properly promoted throughout the region.
- Liaise with other regional and subregional organisations to ensure joint work and cooperation.
- Establish a culture of high quality in the delivery of the Agency's services.

FINANCE

- Oversee the preparation of the annual budget for approval by the Board of Directors.
- Ensure the adequacy and soundness of the Agency's financial structure reviewing all capital expenditure requests and arrangements for additional finance/ funds.
- Contribute significantly to the decisions with respect to donor funds management.

Any other duties as required by the Agency, including project related activities.

CORE COMPETENCIES

- Ability to take individual and collective ownership and be accountable.
- Ability to focus on and deliver results.
- Ability to oversee and coordinate the activities of multiple units.
- Ability to think strategically.

- Ability to make and execute difficult decisions.
- Ability to meet stringent deadlines.
- Excellent written and oral communication skills. Effective public speaking is essential.
- Fluent in English. Ability to communicate in Spanish, French or Dutch is highly desirable.
- Excellent negotiation and diplomacy skills.
- Excellent project management skills.
- Ability to lead and positively influence people.
- Ability to influence change and foster innovation.
- Good team working skills.
- Ability to nurture an environment where initiative is valued and encouraged.

TRAVEL DEMANDS

Travel at least once or twice every month or as required.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- Postgraduate qualifications in Business, Economics, Social Sciences, International Studies or any other relevant area.
- At least ten (10) years' experience in trade development, trade promotion organisations and project management.
- Experience with EU Programmes.
- Knowledge of European Development Fund Financial Procedures.
- Experience working on the regional level, particularly with CARIFORUM related matters, and multinational level
- National of a CARIFORUM State.