

# CHIEF EXECUTIVE OFFICER

## Reports to: Board of Directors.

### **Job Summary**

Being CEO of the Water and Sanitation Services Company, you will be responsible for all aspects of successful operation and expansion including the management and financial aspects, ensuring that all rules, regulations and principles of the Company are fully adhered to. You will be responsible for defined results, operations, efficiency, transparency and accountability before the Board of Directors and shall be governed by the terms and conditions as may be determined and approved by the Board of Directors (BoD) from time to time.

### **Duties & Responsibilities**

1. Take a lead role in the operation of the Company by:
  - a. Organize the Management and HR, including the hiring/Recruitment of management, as per rules, and the manual of the Company approved by the BoD
  - b. Assign special duties to the senior management.
  - c. Enter into services agreement with Cantt. Board and other entities if required.
  - d. Devising a foolproof mechanism for the Redressal of public complaints and ensuring client satisfaction.
2. Properly administer the affairs, funds and resources of the Company.
3. To make, draw, endorse, sign, accept, negotiate and give all cheques, drafts, orders, bills of exchange, promissory notes and other negotiable instruments as may be required by and be in the interest of the Company.
4. To secure the fulfilment of any contract, agreement or engagement entered into by the Company by mortgaging or charging of all or any of the Company's properties from time to time on in such manner as he may think fit in the interest of the Company.
5. To appoint, promote, transfer, remove, or suspend managers, secrétaires, officers, clerks, and employees (whether permanent or temporary) in accordance with the recommendations of the Board HR Committee, subject to further approval by the Board, and to determine their powers, duties, salaries, and emoluments, as well as require security in such instances and amounts as deemed necessary.
6. To prescribe the duties of all the employees and staff of the Company.
7. To institute, conduct, defend or abandon any legal proceedings by or against the Company or its officer or otherwise concerning the affairs of the Company and also to compound and allow time for payment or satisfaction of any debt due and of any claims or demand by or against the Company and for the purpose to appoint advocate(s).
8. To refer any claims or demands by or against the Company to arbitration and observe and perform the awards.
9. For exercising supervision and disciplinary control over the work and conduct of all employees of the Company.
10. For coordinating and exercising general supervision over all the activities of the Company.
11. Responsible for meeting with the Government of KP, Donor partners, and updating them on Company performance.
12. For any other task as may be delegated by the Board or the Government, as the case may be.
13. The CEO may in writing delegate such of his powers as he may consider necessary to any officer of the Company.

## **Qualification & Experience:**

- BS/Master's degree (16 years of education) in Management, Public/Business Administration, Commerce, Finance, Economics, Environmental Engineering/Sciences **OR** Membership in a recognized professional accounting body **OR** BS degree in an Engineering discipline.
- Additional qualification, higher degree, additional experience will be given preference.
- Minimum 10 years' post-qualification experience, including at least 3 years in senior-level position in municipal services.
- Experience of work on management positions – public or private – with strong emphasis on municipal services delivery and infrastructure development.
- Past experience of working on a similar/strategic position and expertise in financial and personnel management, municipal service delivery operations involving multiple stakeholders, monitoring and evaluation, public and donors' relations.
- Proven track record of leadership and managerial skills with experience of implementing large-scale local governance projects/operations will be preferred.
- Possessing strong communication and interpersonal skills to communicate effectively with staff at all levels of the Company, be comfortable in handling external relations at all levels, including senior-most levels of Government and the Company.
- Capable of working in a highly demanding environment under extreme deadlines with ability to operationalize and spearhead the Company in challenging environment
- A performance-oriented oriented dynamic leader with strong management skills
- Well-versed in strategic planning, goal setting and leading by example to deliver
- Excellent level of written and verbal communication skills in Urdu & English languages. Good command of Pashto language would be an added advantage.
- Proficient in use of computer programs and software.

## **Working Environment, Contract & Remuneration Details;**

The Company, will provide an excellent working environment where you as CEO will have full autonomy to deliver the mandate of the Company (water, sewerage, drainage and solid waste) to the satisfaction of the citizens of the target areas as per laid down policy principles and benchmarks of the provincial government.

Market-based salary package commensurate with experience & qualification will be offered to the selected candidate.

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