

## Vacancy - Director General

Gambia Chamber of Commerce & Industry is looking for a self-motivated and dynamic candidate to fill this vacancy.

The Director General (DG) holds the key leadership position with the organization to advocate for the Chamber of Commerce members. Under the authority of the Board, the DG assumes complete responsibility for carrying out the day-to-day functions of the Chamber, including assigned policies and regulations. The DG has the authority to direct the implementation of the organization's programs and services and is responsible for the management of all required fiscal, entrepreneurial and Human Resources responsibilities. A maximum degree of latitude for independent action is exercised within the scope of the Chamber's policies.

### Duties

#### Policy and planning and Board support

- 1 Plans and directs annual Chamber programs and services that meet the short-, medium- and long-term goals of the Chamber, in consultation with the Board of Directors, Board Committees and Task Forces setup and approved by the Board.
- 2 Formulates and recommends to the Board policy resolutions that are national, regional and global in scope, as per local requirements and bilateral agreements.
- 3 Develops Chamber programs and services and monitors their effectiveness, in relation to the needs of Chamber members.
- 4 Plans and develops short-, medium- and long-term strategic planning initiatives in consultation with the Board of Directors.
- 5 Attends all Board meetings.

#### Financial

- 1 Develops annual budgets and business plans for Board approval.
- 2 Ensures that operating results established as a result of the annual budget are achieved, and that the control of expenses and the achievement of revenues are within budget.

- 3 Tracks and reports revenues and expenditures monthly and quarterly for reporting to the Board.
- 4 Ensures the accuracy, integrity and timeliness of all financial account and report requirements including the statutory audit of the financial statements.
- 5 Maintains complete awareness of the financial, statistical, and accounting records of the organization.

#### Human resource management

- 1 Maintains an effective and efficient office environment with optimal staffing level based on the structure approved by the Board.
- 2 Co-ordinates and directs staff and ensures staffing is consistent with Chamber requirements.
- 3 Provides training and development as required within budgetary framework.
- 4 Conducts regular staff performance review / goal setting processes.
- 5 Recruits, selects, orients and trains staff.
- 6 Tracks and budgets for staff equipment needs annually.
- 7 Develops job descriptions and job objectives for all staff as required.

#### Program and service development

- 1 Develops, plans, and manages Chamber events to ensure the achievement of Chamber revenue targets.
- 2 Ensures development of plans to attract, register and retain Chamber members.
- 3 Supports existing programs and services and formulates new opportunities of direct interest appropriate to Chamber members.
- 4 Engages Chamber members in volunteer and networking opportunities.
- 5 Ensures volunteer committees are supported by staff.

#### Community relations, partnerships, and sponsorships

- 1 Manages the profile within the

- community by protecting and maintaining the Chamber brand.
- 2 Manages the Chamber's internal and external communications.
- 3 Develops and maintains key partnerships with local and regional organizations and agencies.
- 4 Identifies, develops and maintains effective sponsorship opportunities and relationships.
- 5 Attend meetings convened by the Business Community, Government and Public Corporations, local and international conferences and workshops sanctioned by the President and report to the Board on the key outcomes.

#### Other duties as assigned.

### Qualifications/Competence:

#### Education:

Post Graduate Degree in Business Management or Administration or Public Policy Economics, Law or related field.

#### Work Experience:

- a Private Sector Organization: Minimum 5 years' work within the Private Sector Organizations or Corporation or equivalent in a Non-For-Profit Organization at a senior level.
- b Management: Minimum 5 years' experience at a Senior Management level in a public, private and/or not-for profit organization or civil service.
- c Board: Minimum 5 years' experience of work with a Board (as director or Secretary).
- d Public Sector: Experience working with Public Private Partnerships (PPP) (Business Council, Public Board's, Committees etc.).
- e Financial Management: Understanding Financial Planning and Results Management.

#### Leadership Skills:

- a Demonstrated organizational, entrepreneurial, leadership and management ability.
- b Project Management: Experience in Project and Events Management.
- c Human Resources: Understanding Competence Development and Performance Management
- d Communications: Excellent oral and written communication skills including multiple languages – French, and Local Languages.

**Age** – Maximum age limit for aspiring candidates is 55.

**The salary for the above position is very attractive and will commensurate with qualifications and experience.**

If you possess the above qualifications and attributes, **please apply in writing quoting Job reference DTTA1** for the Position and forward copies of your Curriculum Vitae, accompanied with certified copies of certificates obtained and two references to:

The Human Resource Manager  
DT Associates  
1 Paradise Beach Place  
Bertil Harding Highway  
Kololi, KSMD  
P O Box 268  
Banjul, The Gambia  
Tel: +220 446 5800  
Fax: +220 446 5900

**The closing date for applications is Wednesday 15th February 2022**

Applications received after this date will not be considered. Candidates who do not have the minimum qualifications and experience need not apply.