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An established microfinance business since 2005 and recently granted a deposit-taking license is inviting applications from qualified persons to fill the position of **Managing Director/CEO**. The MFI offers credit facilities to Micro, Small and Medium Entrepreneurs (MSMEs) through a network of 8 branches across Sierra Leone.

Title: Managing Director /CEO
Reports To: Board of Directors
Contract Duration: Initially 1 (one) year with auto renewal upon confirmation
Closing Date: March 17, 2021

Basic Function

Manage daily activities and the overall strategic and operational performance of the MFI and the achievements of the company's growth and profitability. Responsible for implementing Board policy and, assure the goals and objectives of the Board are met. Key responsibilities include administration and management of the MFI, staff management/development, support to the Board, participate in long-range planning, budgeting and creative thinking for future, business planning, financial management, ensuring compliance with legal and funding requirements, community and public relations.

Task/Responsibilities:

1. Strategy

- Provide leadership and vision to the MFI by assisting the Board and staff with the development of long term and annual plans, and with the evaluation and reporting of progress on plans.
- Identify, develop and direct the implementation of business strategies ensuring the company runs on, sound commercial and professional principles and that its defined corporate objectives are pursued. Attain company's KPI's.
- Initiate short, medium and long-term strategies, action plans and targets in line with the defined vision, mission and objectives of the MFI.
- Ensure the MFI's financial viability and cost structure are regularly analyzed and appropriate measures are undertaken to monitor and reduce costs concerning the MFI's operations and services provided.

2. Financial management & Budgeting

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance, operations and the board in preparing a budget; see that the organization operates within budget guidelines. Ensure budgets and annual operating plans are approved by the board.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Ensures that staff practice all appropriate accounting procedures in compliance with International accepted accounting principles

4. HR management

- The MD ensures that the recruitment, selection, scheduling, remuneration, termination and formal and informal discipline and general treatment of staff takes place in a manner consistent with the requirements, policies and principles of the business.

- Manage the recruitment, selection, and development of the executive team and ensure that staff appointments, development, and disciplinary processes are well attended
- Promotes a culture that reflects the company's values, encourages good performance, and rewards productivity.

5. Core Business & Deposit

- Ensure Head Office, Credit and Risk meetings are convened regularly while the MFI's credit portfolio grows steadily maintaining a low rate of delinquency.
- Manage depositors' interests and ensure they are always safeguarded in the course of the MFI's lending and investment activities.
- Ensure the MFI's range of financial products becomes more diversified, in line however with the defined objectives of the MFI, thereby guaranteeing a constant improvement in the degree to which the target clientele's needs are satisfied
- Monitor the realization of growth of the MFI's lending, deposit and fee-based business ensuring that it is following approved strategic targets and limits
- Ensure adequate field presence to foster team spirit among field teams and obtain first hand perspective of business performance and clients' experience.

6. Fund Raising

- Serves as a primary person in investor/ donor relationships and responsible for fund raising solicitations

7. Public relations & Regulators

- Ensure compliance with legal requirements; Ensure Central Bank requirements are fulfilled at all times and the MFI retains its operating license from the Central Bank.
- Ensure Organizational culture is maintained and developed, including its values, the reputation in the market while taking into account the various stakeholders.
- Ensure the company acquires and maintains a solid reputation as a successful financial institution committed to the development of small and micro-entrepreneurs in the country in line with the defined vision and mission of the MFI.

8. Company Assets

- Ensure all the risks attached to the MFI's activities, including investment, loans, interbank activities are regularly and properly evaluated, monitored and adequately secured.

Required Qualification and experience

- Over 5 years of relevant management (senior management) or executive work experience in the finance industry particularly in microfinance/retail banking
- Minimum of Bachelor's degree in Accounting or Finance / Business from a recognized university. Masters degree preferred.

Skills and Abilities:

- Excellent communication skills
- Motivator with strong people management capabilities
- Well networked personality across a diverse range of people and institutions in Sierra Leone
- Detail-oriented professional with strong analytical & problem-solving skills;
- Excellent interpersonal, influencing and inter-cultural communication skills to foster strong business relationships, create and strengthened partnerships, and engage critical stakeholders.
- Ability to meet the fit and proper person's requirement test as set out by regulators
- Strong working knowledge of Microsoft Excel, Word, PowerPoint (MS office tools),