



Job Description

Position Title: Chief Executive Officer

Reports to: Board of Directors

Position Purpose

Build on the Company's past achievements, introduce and implement a new vision for growth in a developing country in an era of rapid technological change, develop and maintain a strong Company-wide sense of personal responsibility and teamwork, and maintain at all times a focus on the absolutely essential need for a continuous supply of electricity in Belize.

The Company is a full-time essential services provider to Belize, and the responsibilities and authorities of the Chief Executive Officer (CEO) require ongoing, full attention to the Company's affairs.

Primary Duties

Without limiting the generality of the responsibilities, the CEO will have specific responsibility for:

A. Strategic Direction

- The CEO is responsible for making recommendations to the Board of Directors and implementing Board decisions regarding the strategic direction and operational modalities of the Company, ensuring business continuity, sustained growth and profitability, responsiveness to the requirements of stakeholders, ongoing re-positioning to take account of technological developments and changes in the operating environment, and maintaining a fully functioning enterprise risk management framework.
- The CEO is expected to present to the Board annually for its approval during the fourth quarter of each fiscal year a Business Plan covering the Company's current and projected business strategy together with both the identification as well arrangements continuously to identify enterprise risks and opportunities, and appropriate response actions, over the next five years. The Business Plan defines the Company's Corporate Targets and sets out an associated set of performance indicators for measuring the achievement of those Targets, with the information for the first year of the five-year period constituting a detailed work programme, budget, and financial plan for that year.

B. Leadership, Management and Organizational Structure

- Lead the Company with vision and values that are well understood, widely supported and consistently followed;
- Foster a corporate culture which promotes ethical practices, personal integrity and the fulfillment of social responsibilities;
- Create the appropriate environment to stimulate employee morale and productivity;

- Manage change proactively;
- Ensure continuous improvement in the quality and value of the products and services provided by the Company;
- Provide advice to the Board on the appointment of all officers of the Company;
- Assist the Board, through the maintenance of an approved and current Manual of Authorities, in establishing the limits of delegated authority and responsibility in conducting the Company's business;
- Provide to the Board evaluations of the performance of each senior manager who reports to the CEO;
- Render to the Board plans to provide for the development and succession of senior managers of the Company in a timely fashion;
- Generally develop, attract, and retain a highly motivated, effective management team;
- Provide an effective on-going training programme for staff.

C. *Finances, Technical Operations and Control Arrangements*

- Consistently strive to achieve the Company's annual and long-term financial goals and objectives;
- Ensure that the Company has systems in place to effectively monitor and manage the principal risks related to the operation of the business;
- Establish and maintain the integrity of the Company's financial and technical systems controls and reporting arrangements; maintain compliance of financial and operations record-keeping with Board-approved appropriate accounting and management principles;
- Maintain best-practices in technical engineering operations; and establish and maintain arrangements for the protection of the Company's computer-based and other operations from unauthorized internal or external access;
- Establish and monitor processes and systems designed to ensure compliance with all applicable laws and regulatory requirements by the Company, its officers and employees.

D. *Employee Relations*

- Ensure that a process is in place to monitor compliance with the ethical standards to be observed by all officers and employees of the Company, and ensure that a process is in place to monitor divergence from the ethical standards to be observed by all employees;
- Establish and maintain effective communication with employees of the Company, ensuring, in the process, that relationships between management and employees, and with employee representatives are at all times collaborative, cooperative, respectful, and in the best interests of the Company, its employees, and the wider stakeholder community.

E. *External Communication*

- Assist the Board in establishing and maintaining effective communication with shareholders, the media, the community at large, and other stakeholders, and in particular with the Public Utilities Commission and the Ministry of Energy;
- Ensure that the Company contributes, and is perceived to contribute, to the well-being of the communities it serves;

- Serve as the principal representative and spokesperson of the Company.

F. Board Relations

- Keep the Board adequately informed on a timely basis with respect to all events and information which might materially affect the Company, its performance, prospects, and image;
- Provide the assistance necessary for the Chair of the Board and committees of the Board to carry out their duties;
- Be invited to attend most meetings of the Board and its Committees, and provide Board committees with the assistance necessary to carry out their mandates;
- Be subject to an annual or other periodic performance evaluation by the Board.

Qualifications

- The ideal candidate will have at least a Master's Degree in Business Administration together with a degree in Power Engineering and at least five years' post-graduate experience in a senior decision-making capacity in an electricity utility or energy services company of comparable size to BEL. Service in a less-developed country context and a working knowledge of Spanish would be advantageous.

Remuneration

- The selected candidate will be required to enter into an employment contract with the Company. This contract will stipulate the negotiated remuneration, which will include agreed benefits. Both remuneration and benefits are attractive.

How to Apply

- A Curriculum Vitae supported by copies of relevant certificates, and the names, designations, addresses and contact details of Referees who are familiar with capacities and work ethic, are to be submitted in hard copy or electronically by email to the addresses below:

**Corporate Secretary
Belize Electricity Limited
2½ Miles Philip Goldson Highway
P.O. Box 327
Belize City, Belize, C.A.**

OR

belcorporatesecretary@gmail.com

Deadline: January 31, 2019