

JOB DESCRIPTION

Position Title: Chief Executive Officer

Contract: Full time, Fixed-Term Contract

Location: Head Office, Gaborone

Reports to: The Chairman of the Board of Directors

Role Overview & Responsibilities

This role is responsible for providing strategic, financial and operational leadership for NMG Administrators Botswana, working with the Board of Directors and senior leadership team. As a newly established entity with ambitious deliverables, NMG Administrators Botswana requires a CEO that can lead and inspire a newly formed executive team, ideating, defining and communicating strategic objectives, whilst empowering senior leadership to deliver effectively on these goals, all the while living the NMG Administrators Botswana Values, inculcating these across the organisation. Building relationships with key internal and external stakeholders is critical, as is an ongoing positive working relationship with shareholders and the Board. Success is determined by a number of key metrics spanning financial and operational performance, achievement of growth targets and client and people satisfaction. Key deliverables include:

- **Strategy:** Developing the business strategy based on a strong understanding of economic context, competitor activity, client and stakeholder drivers and required financial metrics. Ensuring support from the Board.
- **Execution:** Leading implementation of the business strategy through engagement with the senior leadership team and effective communication and engagement across the business.
- **Market Engagement:** With shareholders, government entities and the public on behalf of NMG Administrators Botswana.
- **People & Culture:** Leading with a view of NMG Administrators Botswana values and a high-performance culture. Setting the tone and leadership standard and holding the executive team accountable to this same standard.
- **Risk:** Ensuring NMG Administrators Botswana and its stakeholders are not exposed to financial or reputational damage.
- **Values:** Living the NMG Administrators Botswana values of Collaboration, Go for it, Make it Count and Curiosity in everything you do.

Experience & Education Requirements:

- Commercial or analytical Degree qualification; a Masters in a relevant field would be well regarded.
- Minimum of 10 years' experience in senior management roles in a related industry sector
- Proven business acumen across core elements of sales, finance, product development and customer service.

Competencies Required:

- Pan-organizational leadership capabilities
- Strong finance, investments and risk credentials
- Capacity to identify and respond to complex problems at a strategic and operational level
- Strong negotiation and influencing skills
- People leader with presence and impact
- Highly ethical and socially responsible
- Proven business acumen, commercially minded