



# MANAGING DIRECTOR

GENERAL CHARACTERISTICS	
<b>Position Title</b>	Managing Director
<b>Position Supervisor Title</b>	Chairman ,BDC Board of Directors
<b>Department</b>	Managing Director
<b>Division</b>	Managing Director
<b>Band</b>	1
PURPOSE OF THE ROLE	
To provide leadership in promoting the economic development of Botswana through a sector focused approach that is aligned with the strategy of BDC and national priorities, policies and strategies. The role focuses on ensuring optimal stakeholder engagement, strategy execution and organisational performance .	

<b>WORK OF ROLE</b>		
<b>Key Performance Area (KPA)</b>	<b>Principal Accountabilities</b>	<b>Key Performance Indicators (KPI)</b>
<b>Policies and Strategies</b>	<ul style="list-style-type: none"> <li>▪ Ensure the development of policies and strategies that pro-actively promote economic development, diversification of the national economy and achieve the mandate of the BDC.</li> <li>▪ Drive the execution of the BDC corporate strategy in accordance with the shareholder compact.</li> <li>▪ Report periodically to the Board and the Ministry of Trade and Industry (MTI) on the performance of BDC against set objectives as per the shareholder compact.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Execution of BDC strategy</li> <li>▪ Effective governance structures</li> <li>▪ Jobs created per sector</li> <li>▪ Export development</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>▪ Develop and maintain effective strategic relationships with key stakeholders including public, private, civil society and development partners.</li> <li>▪ Develop a wide range of relationships and networks locally, regionally and internationally.</li> <li>▪ Assume ultimate responsibility and accountability for decision making through liaison with executive management and key stakeholders.</li> <li>▪ Represent BDC at most senior levels locally, regionally and internationally.</li> <li>▪ Chair the Executive Management Committee and other committees as directed by the Board of Directors.</li> <li>▪ Ensure the development of effective and innovative lobbying to industry and Government in order to promote the interests of the BDC.</li> <li>▪ Work with partner institutions and other key stakeholders in the areas of economic policy, business climate and associated business services to promote coordinated and complementary services that meet the needs of local and foreign investors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved stakeholder relations</li> </ul>
<b>Financial management</b>	<ul style="list-style-type: none"> <li>▪ Ensure strict adherence to prudent financial management including annual budget allocations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cost reduction</li> </ul>

<b>Human Capital Management</b>	<ul style="list-style-type: none"> <li>▪ Provide strategic leadership and ensures the existence of policies to attract and develop talent, drive employee engagement, institute performance and retain talent in alignment with set strategic objectives of BDC.</li> <li>▪ Sponsors all major change initiatives of BDC.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Talented and engaged staff</li> </ul>
<b>Service delivery</b>	<ul style="list-style-type: none"> <li>▪ Oversee adherence to set service levels and standards of the BDC.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved customer satisfaction</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Undertake other such duties as directed by the Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery within set timelines and scope</li> </ul>
<b>Authority and Position Dimensions</b>		
<b>Financial</b> <ul style="list-style-type: none"> <li>▪ Authorises expenditure in accordance with established financial policies and procedures of BDC.</li> </ul>		
<b>Resources and Assets</b> <ul style="list-style-type: none"> <li>▪ Overall management of resources and authorises the acquisition and disposal of assets in accordance with delegated authority.</li> </ul>		
<b>Human:</b> <ul style="list-style-type: none"> <li>▪ Drive the BDC talent management and succession planning programme</li> <li>▪ Apply BDC’s human resource policies and practices that ensure attraction, development and retention of talented staff</li> <li>▪ Ensure that employees are suitably qualified, experienced, motivated and rewarded</li> <li>▪ Hire and dismiss employees as per set HR policies and procedures</li> <li>▪ Discipline staff in accordance with set human resource policies and procedures</li> </ul>		

Liases	
<b>Managerially accountable to</b>	Board Chairman
<b>Direct reports</b>	List titles of direct reports here, including the purpose of their role
<b>Key internal role relationships</b>	Board, Executive Management, Senior Management and General Staff
<b>External relationships</b>	Local, Regional and International Development Finance Institutions (DFIs), Ministry of Trade and Industries, other Government Ministries, Government Agencies and Parastatals, Commercial Banks, Suppliers, General Public and other relevant Stakeholders
QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Masters degree in Economics, Law, Business Administration or related field</li> <li>▪ Membership of a professional and internationally recognised institute will be an added advantage</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Minimum of fifteen years at Director or Executive Management level locally, regionally or internationally.</li> </ul>
COMPETENCIES	
<ul style="list-style-type: none"> <li>▪ Visioning and strategic direction</li> <li>▪ Decision making</li> <li>▪ Influence and impact</li> <li>▪ Networking and relationship management</li> <li>▪ Developing and empowering others</li> <li>▪ Change management</li> <li>▪ Financial awareness</li> <li>▪ Team leadership</li> <li>▪ Integrity</li> </ul>	