

Responsibilities Of The Chief Executive

The Chief Executive's principal responsibility is running the Group's business and for the executive management of matters affecting the Group. The Chief Executive reports to the Chairman and the Board.

General Responsibilities

- Leads the management in the day-to-day running of the Group's business in accordance with the business plans and within the budgets approved by the Board.
- Leads the management to ensure effective working relationships with the Chairman and the Board by meeting or communicating with the Chairman on a regular basis to review key developments, issues, opportunities and concerns.
- Develops and proposes the Group's strategies and policies for the Board's consideration.
- Implements, with the support of the management, the strategies and policies as approved by the Board and its committees in pursuit of the Group's objectives.
- Conducts the affairs of the Group in accordance with the practices and procedures adopted by the Board and promotes the highest standards of integrity, probity and corporate governance within the Group.

Specific Responsibilities

- Evaluating the success of the organisation in reaching its goals. Taking the lead across all aspects of the company by reviewing how departments work together to reach Group goals and by coming up with fresh ideas that will set the Group apart.
- Providing their and other members of the management team's input to the Board's agenda.
- Represents the Group with all external parties taking lead responsibility for the maintenance and development of the Group's reputation and relationships with the media, regulators, governments, local communities, supplier, customer, trade bodies and other stakeholders.
- Maintains regular dialogue with the Chairman on important and strategic issues facing the Group ensuring these are brought to the Board's attention.
- Ensures that the management gives appropriate priority to providing reports to the Board which contain relevant, accurate, timely and clear information necessary for the Board to fulfil its duties.
- Ensures that the Board, especially the Chairman, is alerted to forthcoming complex, contentious or sensitive issues affecting the Group.
- Ensuring, in consultation with the Chairman and the Company Secretary as appropriate, that they and the management team comply with the Board's approval procedures, including the Schedule of Matters Reserved to the Board and each Committee's Terms of Reference.

- Providing input to the Chairman and Company Secretary on appropriate changes to the Schedule of Matters Reserved to the Board and each Committee's Terms of Reference.
- Maintaining awareness of the competitive market landscape, expansion opportunities, industry developments by keeping up to date with current trends in the industry and modern business practices by reading periodicals and consulting with peers etc.
- Assessing risks to the company and ensuring they are monitored and minimised.
- Creating, communicating, and implementing the organisation's vision, mission, and overall direction.
- Act as a strategic advisor and consultant offering expert advice on contracts, negotiations or business deals that the Group may enter into.
- Mentor and interact with members of staff at all levels to foster growth and encourage development among senior executive team and all members of staff.
- Providing information and advice on succession planning, to the Chairman, the Nomination Committee, and other members of the Board, particularly in respect of senior management.
- Evaluate company's financial, operational, and sales structures to facilitate continual improvements and a continual increase of operating efficiencies.
- Ensuring that the development needs of staff are identified and met and annual performance reviews for staff are carried out.
- Builds a positive and productive culture in the workplace by listening to employee opinions, making adjustments and recognising staff accomplishments.