



EMPLOYMENT OPPORTUNITY

CHIEF EXECUTIVE OFFICER

1. Company background

Export Development Fund (EDF,) is a limited liability company registered in Malawi as a development financial institution (DFI). Its major objective is to increase the productive capacity of the country through provision of finance, guarantees, equity participation and advisory service for the setup, expansion and modernization of viable enterprises in the medium and large scale enterprises sector. EDF aims to ensure that Malawi's vast export potential and business opportunities are exploited in order to generate foreign exchange for the country. A focus on non-traditional export products is emphasized, with preference given not only to projects that promote export earnings, but also those that create opportunities for import substitution, agricultural diversification, and utilization of locally available raw materials.

2. The assignment

EDF invites applications from suitably qualified and experienced candidates to fill the position of Chief Executive Officer (CEO) to provide effective strategic leadership, oversight and management and overall coordination of the organization.

3. General description of the job

The CEO shall

- be accountable to the Board of Directors of EDF
- be responsible for the development and execution of the EDF's long term strategy to create shareholders value hence,
- be directly responsible for attaining all established strategic and operational goals of EDF.

- have the ultimate responsibility for managing and ensuring that the performance of EDF is in line with targets and policies set by the Board.
- be a direct liaison between the Board of Directors and Management of EDF and
- be a leader who can clearly communicate EDF's objectives, inspire and motivate stakeholders and staff, coordinate multiple streams of complex work, and delegate tasks without losing sight of details.
- be an individual who understands the business and social-economic environment in Malawi.

4. Key responsibilities of the position

The major responsibilities of the Chief Executive Officer shall include, but not limited to the following:

a) Strategic leadership and organisational management

- Provide effective strategic guidance and leadership to Management of EDF with a view to increasing efficiency, productivity and profitability, and enhancing its competitive edge and image.
- Provide general oversight of EDF's day to day operations and ensuring that they are effectively and efficiently coordinated, implemented, and conducted within the framework agreed to by the Board.
- Build and maintain high performance culture through effective performance management, communication, and appropriately coaching of skilled staff.
- Provide clear leadership, promote and foster a team culture consistent with EDF corporate values.
- Link the strategy of EDF to the national development plan objectives for Malawi including the National Export Strategy (NES) and Sustainable Development Goals (SDGs).
- Develop EDF into a sustainable and financially sound Development Finance Institution (DFI) able to effectively operate in its market space.
- Drive EDF to effectively promote and support investment in productive capacity, infrastructure development and create value through the provision of a range of innovative development finance instruments to Malawi.

- Develop a catalogue of innovative products and services and take a lead in structuring financing solutions that are responsive to the assessed developmental needs of the country.
- Ensure EDF's sustainability by formulating a business model that takes into account EDF's vision, mission and strategy, supported by robust governance structures and processes.
- Create and communicate a compelling and inspired sense of core purpose for EDF based on its vision.
- Promote awareness and visibility of EDF Brand and conduct effective market research for export and import substitution projects.

b) Resource mobilization and financial management

- Take lead in mobilizing resources and accountability for financing operations, bilateral lines of credit, syndicated loans and maintenance of EDF's market risk exposures within acceptable parameters.
- Monitor and control performance of EDF on a continuous basis.
- Ensure timely preparation of budgets and financial reports to meet EDF's requirements and statutory reporting deadlines.
- Develop and implement strong financial management systems and procedures.
- Ensure that expenditures of EDF are within the authorized budgets.

c) Strategic partnerships and stakeholder relations

- Develop and maintain effective strategic relationships with key stakeholders including shareholders, financiers, contract counterparties, clients, and partners.
- Develop a wide range of strategic relationships and networks with local, national and international partners and stakeholders to position EDF as a reputable and credible development financial institution.
- Set the direction for EDF, and ensure delivery of stakeholder expectations through formulation and implementation of strategic plans.

d) Governance and risk management

- Provide enabling environment for the Board to fulfill its governance functions and facilitate optimum performance by the Board and its Sub-Committees.
- Ensure the Board focuses on timely strategic and sustainable core issues of EDF.
- Provide leadership in assessing the principal risks of EDF and to ensure that these are being monitored and managed.
- Develop and implement an effective risk management framework.

e) Communication and information management

- Ensure that effective internal controls and information management systems are in place.
- keep abreast all material undertakings and activities of EDF and all material external factors affecting EDF and to ensure that processes and systems are in place.

5. Qualifications and core requisite competencies

The candidate should be a qualified person with a proven track record of management at strategic level. Must possess at least Master's degree in Economics, Finance, Banking or other relevant post graduate qualifications. Have at least ten (10) years experience at senior strategic leadership level in a relevant and reputable organization. The candidate must demonstrate the following competencies:

- i) Business acumen
- ii) Result driven
- iii) Team builder
- iv) Network oriented

Successful candidate shall be offered a performance related contract for a period of 3 years with an attractive salary and benefits packages. Interested candidates should submit their applications together with detailed CV and names of 3 traceable referees by **Friday, 17th February 2017** to:

The Board Chairperson,
Export Development Fund,
First Floor, Pamodzi House, Presidential Way Drive,
P O box 30063,
City Centre,
Lilongwe.

The applications must be clearly marked "Application for the post of Chief Executive Officer".

Or by email:

edf@edf.mw

Only shortlisted applicants will be acknowledged and invited for interviews.