



African Trade Insurance Agency
Agence pour l'Assurance du Commerce en Afrique

CHIEF EXECUTIVE OFFICER

Detailed Job description and duties

Under the overall supervision of the Board of Directors of ATI, The Chief Executive Officer will perform the following functions and duties:

General Responsibilities

- Provide vision, leadership and direction for the management and future growth of ATI
- Maintain and build key government and private sector relationships
- Be responsible to the Board of Directors for the day-to-day management of the agency, its overall leadership, performance and attainment of set business objectives;
- Ensure shareholder value and robust financial performance
- Provide competent and quality leadership to the management team of the Agency and ensure the Agency's management is in compliance with its operating mandate as set under the Agreement Establishing the Agency (the "ATI Treaty"), and Operations Manuals including but not limited to the Underwriting Operations Manual, the Staff Manual and the Financial Manual and, other operating rules and regulations as may be set by the Board of Directors from time to time;
- Oversee the organizational structure, recruitment/appointment, remuneration, promotion, training and discipline of the Agency's staff in accordance with the requirements of the Staff Manual, Human Resources policies, and other regulations as may be prescribed by the Board of Directors from time to time;
- Lead the staff of the Agency and oversee the successful implementation of ATI's Corporate Strategy as approved by the Board of Directors from time to time;
- Be responsible for the overall management of financial and human resources of ATI, for the preparation and delivery of an HR development and leadership plan
- Ensure proper financial and asset management in the Agency;
- Be the representative of the Agency in the exercise of its legal personality;
- Be responsible for the implementation of the decisions and resolutions of the General Meeting of Shareholders and the Board of Directors as may be made from time to time;
- Oversee the implementation of ATI's Enterprise Risk Management process; and
- Discharge such other duties and responsibilities, and exercise such other functions in relation to the Agency as may be prescribed by the ATI Treaty and/or the Board of Directors from time to time.

Specific Responsibilities

- Prepare for consideration and approval for the Board of Directors, in respect of every ensuing financial year, the Agency's Annual Revenue Targets and the Management plan for meeting those targets;
- Prepare for consideration and the approval by the Board of Directors, the Agency's Annual Business Plan including but not limited to investment, Underwriting Business Development and Membership Expansion Plans;

- Prepare for consideration and approval by the Board of Directors in respect of every ensuing financial year, the Agency's risk syndication/partnership strategy;
- Prepare for consideration and approval by the Board of Directors, in respect of every ensuing financial year, the Agency's Budget; and
- Establish appropriate management systems for (a) effective coordination of the underwriting function including: (i) speedy and timely turn-around for processing insurance applications; (ii) results-prone product and service distribution system; (iii) claims handling procedures; (iv) IT applications to support underwriting function; and (v) identification of strategic issues that influence and affect the Agency's business; (b) streamlined administrative and human resource support functions; (c) proper and prudent management of the Agency's financial resources and revenues; (d) effective control of expenditure within approved budget; (e) the timely production of the Agency's quarterly and/or annual financial statements and report; (f) effective support to the general assembly and the Board of Directors; (g) management follow-up on the implementation of agreed actions; (h) effective management of external relations; (i) transparent procurement procedures; and (j) generally to achieve effective and competent manage.

Qualifications

- A person of integrity and of the highest competence with internationally recognised qualifications and extensive practical experience in at least one of the following fields: insurance, banking, or trade finance;
- A relevant university degree or equivalent qualifications will be a requirement. A relevant post-graduate degree would be an advantage.
- Ability to work in a multi-cultural environment;
- Strong analytical and people management skills;
- Good oral advocacy and writing skills;
- Excellent interpersonal skills; and
- Fluency in written and spoken English. French would be an added advantage