

Notice of Vacancy

1/2022

Appendix 4

BUSINESS SUPPORT DEPARTMENT HEAD

POSITION TITLE:	Business Support Department Head
REPORTS TO:	Secretary General
SUPERVISES:	Finance, Admin & HR, Data & IT
WORKS CLOSELY WITH:	Secretary General, Business Support Department Staff and all EMGF Staff

JOB PURPOSE

Oversees HR & Admin, Data & IT and Finance functions. Ensures high-level of productivity through supervision of proper staffing, retention and development of employees, proper IT processes integration and data management, finances, and budget management.

KEY RESPONSIBILITIES

1. Establish common systems related to Finance, Procurement, Human Resources & Administration, and IT systems.
2. Compile and prepare the EMGF annual budget and financial statements to be presented to the Secretary General for approval at the end of every year (Finance).
3. Manage the annual budget of secretariat by providing central directions and control for the formulation of policies, plans and programs relating to financial transactions (Finance).
4. Review and verify all monthly and annual accounting, financial and management reporting (e.g., financial payments) (Finance).
5. Oversee Members' collection and other forms of revenue generation (Finance).
6. Supports the selection of an External Auditor every 3 years and present to the Ministerial Meeting for approval (Finance).
7. Communicate with External and Internal auditors and manage the audit processes (Finance).
8. Supervises and carries out all purchase activities in accordance with the procedures established in the organization (Finance).
9. Monitor vendors, service providers, outsourcers, or contractor's performance (Finance).
10. Ensure financial regulations are maintained and up to date and oversee their implementation (including budgeting, auditors, expenditures, and investments) (Finance).
11. Develop a manpower plan with the help of the HR & Admin. team (HR & Admin.).
12. Oversee recruiting and ensure all missing positions are filled (HR & Admin.).
13. Approve the career path for EMGF employees with a clear career progression policy and roadmap for employees (HR & Admin.).
14. Approve training & capacity building plan developed by the HR & Admin function and oversee its implementation (HR & Admin).
15. Develop a Performance Management System with the support of the HR & Admin team consisting of Individual KPIs & Functional Competencies (HR & Admin.).
16. Supervise the annual performance appraisal program for the Secretariat's Staff (HR & Admin).
17. Approve and oversee any terminations and promotions (HR & Admin).
18. Ensure staff regulations are maintained and up to date and oversee their implementation (including salary, benefits, leave and discipline) (HR & Admin).
19. Resolve any escalated issues related to employees (HR & Admin).

20. Update and maintain the EMGF organization structure to ensure operations are run smoothly (HR & Admin).
21. Supervise the administration of EMGF IT Infrastructure systems, databases, servers, implements and performs backup systems, recovery, performance tuning, and ensuring security of systems, and preparing proposals for systems improvement (Data & IT).
22. Carry out any other tasks assigned by the Secretary General as pertaining to his/her background qualifications and position.