

Title: Chief Executive Officer

Reports to: Board of Directors

ROLE AND CONTEXT

Purpose

As part of the Executive Management team the Chief Executive Officer in partnership with the Board is responsible for the strategic growth, overall productivity and profitability of Oman Flour Mills Company SAOG. The Chief Executive officer is responsible for:

- Providing strategic leadership for the company by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies.
- Ensuring that OFM achieves its set business goals through effective planning, delegating, coordinating, staffing organizing and timely decision making.
- Implementing the strategic projects with overall control on the strategic targets and taking corrective action as and when required to achieve the strategic objectives of OFM
- Oman Flour Mill's complete Operations, Human Resources Development and profitability in the market.
- Overseeing the performance of the group companies and providing necessary inputs

Summary of the Job Role

Overseeing and ensuring that the day to day operations are smooth while having in focus the long term sustainability and growth of the organization by working in accordance with the direction and policies established by the Board.

- Ensure that OFM continues to achieve all of the set growth and operational plans.
- Ensure that OFM is run efficiently, profitably and help represent the best interest of the shareholders.

- Regularly interact with the Board of Directors and ensure that the Board is well informed about the overall performance of the company.
- Keep the Board / Investors and the other relevant stakeholders informed about the opportunities and challenges faced by the company and develop inclusive, proactive decisions for the sustained growth of the company.
- Ensure interests of the company are contractually, legally and financially safe guarded.
- Ensure that the performances of the group companies are aligned with their respective growth targets and also in alignment with the overall objectives of the group.

KEY DELIVERABLES

1. STRATEGY AND PLANNING

- Provide leadership and vision to the organization by assisting the Board and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans
- Design, Development, review and refinement of Company's business strategy, and execution / review / course correction of that strategy to obtain a leading position in the market place.
- Ensure that the set targets of organizational growth in all its facets (procurement, operations, human resources management, and market) are achieved in a responsible and profitable manner
- Ensure organizational growth through strategies that include expansion, diversification, as well as through successful mergers and acquisitions.
- Work through the management team to satisfy consumer needs, develop and nurture new and existing customers, partnerships, strategic alliances and other market opportunities;
- Make high quality investing decisions to advance the business and increase profits / shareholder values
- Steer and guide Department Heads/Managers within the company in formulating their operations plans in alignment with the overall company strategy and goals.

- Provide high level strategic and tactical leadership to the Board and the management team
- Build relationships and credibility with outside investors to provide necessary resources to fund and grow the company.
- Oversee preparation of Annual Reports summarizing progress on short and long range achievements.

2. GENERAL MANAGEMENT

- Oversee the day to day operations, and ensure a smoothly functioning, efficient organization.
- Ensure organization stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- Ensure efficient and effective policy development and documentation.
- Oversee all the activities in the various departments, including Operations, HR, Finance and Marketing
- Companywide committee facilitation including planning & execution.
- Ensure periodic management meetings and discuss issues related to the departments; provide guidance in resolution and direction.
- Step in when required and take up accountability and responsibility of issues to be resolved.
- Follow a robust performance management system by driving the key performance indicators for all heads of departments and monitoring them on a month on month basis to review progress and guide them as relevant.
- Manage external stake holder relationships with Suppliers, Partners (JV) Ministries, Government bodies etc with the view of securing the resources required by the companies.
- Lead by example by providing support and assistance where ever necessary.
- Steer and guide Department Heads/Managers within the company in formulating their operational plans in alignment with the overall company strategy and goals.
- Be the primary spokesperson for the Company in all interactions with the press, the financial community and the public markets.

3. OPERATIONS

- Ensure that OFM achieves all the targets related to operations in terms of production, quality, yield, etc.
- Direct production activities to ensure safety and compliance with quality control standards, regulatory compliance, and lease agreements.
- Review site production activities and personnel.
- Oversee / take corrective action as and when necessary and ensure quality certifications and standards are met at all times.
- Oversee / take corrective action as and when necessary and ensure that the complete operations of the organization in accordance with the direction established in the strategic plans.
- Ensure compliance to integrated management systems (ISO 19001, 180 14001 & HACCP) & GMP's to improve internal process control, environmental management & Food Safety).
- Be in touch with the technology trends in the industry and initiate projects to ensure that OFM operates at optimum levels of operational efficiency.
- Monitor the price trends and ensure effective procurement of key raw materials
- Develop sources / systems to ensure optimum procurement costs

4. MARKETING

- Oversee the preparation / implementation of comprehensive marketing plans, including the sales targets, market promotion strategy / plans / projects.
- Regular assessment of the competition and market potential based on the domestic and international market trends
- Ensure the company is well positioned to stake holders and its local market.
- Monitor / take corrective action as and when necessary and ensure improvement of the market performance

5. HRM

- Ensure the development of an effective HRM system that is in alignment with the strategic objectives of the company
- Directly supervise hiring of critical positions including negotiation of compensation, development of professional contacts.
- Oversee the Performance management and improvement systems & Manage employee relations
- Considering the short term and long term strategic objectives, recommend staffing and financing requirements to the Board of Directors.

6. FINANCIAL ADMINISTRATION

- Oversee preparation of annual budget
- Review the various financial performance statements and reports and take corrective action as and when necessary to ensure that financial targets area achieved
- Ensure smooth conduct of annual audit.
- Oversee closing of accounts as per the internal and external requirements
- Oversee the preparation of Annual Reports summarizing progress on short and long range achievements.
- Provide guidance regarding the financial performance of the company and ensure overall financial health of the company
- Provide recommendations regarding effective utilization of long and short term debt, including refinancing and purchasing/sales.
- Coordinate with investors in ensuring effective financial planning and administration of the Company.

7. GOVERNANCE

- Help the Board determine OFM short and long term goals.
- Help the Board articulate its own role and accountabilities and that of its committees and individual members, and help evaluate performance regularly.
- Work with the Chairman to enable the Board to fulfill its governance functions and facilitate the optimum performance by the Board, its committees and individual Board members.
- Manage the Board's due diligence process to assure timely attention to core issues.
- Work with the board officers and committee chairs to get the best thinking and involvement of each Board Member and to stimulate each Board member to give his or her best.
- Keep the Board fully informed on the condition of OFM and on all important factors influencing it.
 - Identify problems and opportunities and addresses them; bring those which are appropriate to the Board and/or its committees; and facilitate discussion and deliberation.
 - Inform the Board and its Committees about trends, issues, problems and activities in order to facilitate policy making.

8. LEGAL COMPLIANCE

- Enforce adherence to legal guidelines and in house policies to maintain the company's legality and business ethics.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

9. GROUP COMPANY MANAGEMENT

- Have an overall understanding / control of the performance of the group companies
- Ensure an effective Communication system to highlight the opportunities and challenges of each business unit
- Periodic review of performance and providing strategic inputs to further the performance of the business units
- Be responsible for the overall financial performance and profitability of the business units
- Provide inputs to develop the strategic plans of the various business units
- Suggest / recommend potential projects to ensure the growth of the business units
- Oversee the implementation of the strategic projects and provide course correction measures as and when necessary.

QUALIFICATIONS AND EXPERIENCE

1. QUALIFICATIONS

- Bachelor's degree in Management / Finance / Marketing / Engineering (Engineering Degree preferred)
- Master's Degree in Management preferred

2. EXPERIENCE

- Minimum 15 years of experience in Operations or General Management out of which 10 years should be in senior management positions.
- Preference for candidates with 5 years experience in manufacturing industry (Milling/ food manufacturing preferred)

3. AGE LIMIT

- Not more than 55 years

SKILLS AND KNOWLEDGE

- Proven skills in managing manufacturing operations
- Demonstrated ability to work in a proactive, diverse and inclusive manufacturing organization
- Excellent, proven interpersonal, verbal and written communication skills
- Demonstrated ability to manage and supervise a well diversified team
- Effective problem- solving, mediation and public relations skills.
- Demonstrated ability to multi task and work in a dynamic, fast- paced, challenging work environment
- Proven ability to cope with conflict, stress and crisis situations
- Sound decision making ability & ability to work under intense pressure
- Good business acumen
- Strong understanding of corporate finance and performance management principles

BUSINESS UNDERSTANDING

- Good understanding of business management, strategic planning and financial oversight
- Experience in personnel management, including hiring, supervision, evaluation and benefits administration of senior management
- Good exposure to global food grain business/market, macroeconomic policies and financial analysis

AUTHORITIES

1. FINANCIAL

- Approve Operating Budgets, Revenue Targets and Cost Saving Targets
- As per authority matrix

2. PEOPLE

- Performance Review sign offs
- Hiring and firing decisions at Management levels

3. OPERATIONAL

- As per purchase matrix

RELATIONSHIPS

1. INTERNAL

- BODs, Management of OFM, Shareholders.

2. EXTERNAL

- Government, Regulatory Agencies, Consultants