



MANAGEMENT POSITION DESCRIPTION

POSITION TITLE:	CHIEF EXECUTIVE	LOCATION:	HEAD OFFICE
REPORTS TO:	BOARD OF DIRECTORS	JOB CODE:	11-01-10-125
DIVISION:	-	GRADE:	11
DEPARTMENT:	-	SECTION:	-

I. ACCOUNTABILITY OBJECTIVE

Responsible for serving as **Chief Executive** of **GuyOil** in partnership with the **Board of Directors**; for assuring the Organisation's relevance to the Nation; for accomplishing **GuyOil's** Vision and Mission through the **Divisions and Departments** of **GuyOil**; for implementing the most efficient programmes and systems, as well as for monitoring, controlling and coordinating the services of **GuyOil**.

II. DIMENSIONS OF POSITION

A. NATURE AND SCOPE OF THE POSITION

The **Chief Executive** is responsible for ensuring the development and implementation of **GuyOil's** Strategic Plan and in partnership with the **Board** is responsible for the success of the Organisation. The **Board** delegates responsibility for management and day-to-day operations to the **Chief Executive** and the authority to carry out these responsibilities in accordance with the direction and policies established by the **Board**.

The **Incumbent** must also assist the **Board** in ensuring that **GuyOil's** values, Mission, Vision and short- and long-term goals are achieved and also monitor and evaluate the Company's effectiveness and its results and keep the **Board** informed of all important factors influencing it. In this regard the **Chief Executive** must identify problems and opportunities and address them and bring those which are appropriate to the **Board** and its **Committees** in order to facilitate discussion and deliberation.

The **Chief Executive** must work with the **Board** to enable it to fulfil its governance functions and must assure program quality and organizational stability through the implementation of standards and controls, systems and procedures and regular evaluation of performance.

The **Incumbent** must also:

- Provide general oversight of all **GuyOil's** activities by managing the day-to-day operations and assuring a smoothly functioning and efficient organisation;
- Assure a work environment that recruits, retains and supports quality staff with processes for selecting, developing, motivating and evaluating staff;

The **Chief Executive** must also possess the skills and the ability to implement the functions of a leader and share **GuyOil's** values, Mission and Vision and must consistently display integrity, monitor behaviour, develop people and oversee the development and building of **GuyOil's** teams.

The **Incumbent** is responsible for directing the administrative and technical operations of **GuyOil** through the following **Divisions/Departments/Sections**:

Divisions

- Facilities Management
- Corporate Services

Departments:

- Engineering Services
- Inventory & Procurement
- Finance
- Marketing & Sales
- Human Resources
- Information & Communication Technology

Section:

- Mechanical
- Civil
- Electrical
- Inventory
- Procurement
- Retail Sales
- Bulk Sales
- Marketing
- Security
- Training & Development
- Health, Safety & Environment
- Registry
- Human Resources Management

The **Incumbent** also provides day-to-day oversight to the **Internal Audit Department** and to the **Legal Services Section**.

The **Chief Executive** must determine on an annual basis the "**Major Job Objectives**" for each aspect of the Work Programme and identify and discuss with subordinates the "**Key Results Areas**" to be used as determinants to their performance results on a quarterly basis.

B. **PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

(The Incumbent relates to the following areas/titles internally and externally in carrying out accountability objectives)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Board of Directors

To review short and long range plans for **GuyOil's Divisions and Departments**; to lead the development and maintenance of the organisation's policies related to maintenance and governance services ensuring compliance with the procedures and systems; to focus **Board** attention on long-range strategic issues; to manage the **Board's** due diligence process to assure timely attention to core issues.

Sub Committees of the Board (Finance and Audit/Tender Board, Marketing and Security/and Management)

To inform the **Board's Committees** about trends, issues, problems and activities in order to facilitate policy-making; to recommend policy positions; to keep informed of developments in human resources and government.

Facilities Manager

To provide general oversight to engineering services and day-to-day operations to assure smooth functioning and efficiency in its operations and performance; to oversee the preparation, analysis, negotiation and review of contracts related to the purchase or sale of equipment, materials, supplies, products or services;

to evaluate options and ensure the proper maintenance of equipment throughout **GuyOil's** System.

Corporate Services Manager	To assure program quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation of performance; to assure a work environment that recruits, retains and supports quality staff; to oversee the process for retaining and supporting quality staff; to participate in the process for selecting, development, motivating and evaluating staff.
Chief Internal Auditor	To monitor and oversee the activities of the audit of the systems and compliance with the policies and procedures of GuyOil .
Marketing & Sales Manager	To oversee/monitor the purchase of petroleum products, asset acquisition and maintenance and all other related activities, while maintaining utmost integrity at all times.
Finance Manager	To provide oversight to the fiscal activities including budgeting, cost accounting and reporting.
Human Resources Manager	To inform and advise the Board and its Committees with respect to human resources and development, health , safety and the environment, and the responsibility for the creation, storage, retrieval, security and disposal of organisational records.
Information & Communications Technology Manager	To ensure and assure that the information technology infrastructure and system, with respect to the analysis, classification, processing, evaluation, interpretation, validation of data and information collected and the building of database files for storage of information, using suitable media and equipment is consistent.
Company Secretary & Legal Officer	To assure the filing of all legal and regulatory documents and monitor the compliance with relevant laws and regulations.
Administrative Assistant	To advise on matters pertaining to maintenance of systems for storage, retrieval, transfer and disposal of records; to ensure the maintenance of the office environment and equipment, ensuring availability of necessary supplies.
EXTERNAL:	
External Auditor	To collaborate on the conduct of audit exercises
Clients/Stakeholders	To foster productive relationships; to listen to clients in order to improve services; to initiate, develop and maintain cooperative relationships with key constituencies; to identify local and client needs.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Facilities Manager
Corporate Services Manager
Inventory & Procurement Manager
Finance Manager
Marketing & Sales Manager
Administrative Assistant

INDIRECTLY

Chief Internal Auditor
Human Resources Manager
Information & Communications Manager
Company Secretary & Legal Officer
Chief Security Officer
Mechanical Engineer
Civil Engineer

Electrical Engineer
 Procurement Executive
 Retail Sales Executive
 Bulk Sales Executive
 Terminal Superintendent
 Assistant Terminal Superintendent
 Depot Supervisor
 Service Station Superintendent
 Registry Supervisor

D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>GuyOil's Company</u>	<u>EQUIPMENT</u>
Computers	Pens	Laws (Financial)	Strategic Plan	Telephone
Printers	Pencils	- Companies Act	Departmental Action Plans	Cell phone
Photocopier	Highlighters	- Environmental Protection Act No. 11 of 1996	Financial Regulations	Shredder
Fax Machine	Company	- Termination of Employment and Grievance Pay Act 1997	Protocols	Intercom
Scanner	Stamps	- National Insurance Scheme Act	Agreements	
	Folders	- Prevention of Discrimination Act 1997	Contract Manuals	
	Paper	- Labour Act	Work Plans	
	Punchers	- Procurement Act	Budgets	
	Calculators	- Occupational Health & Safety Act 1997	Audit Procedures	
	Flash drives		Quality Policy	
	CDs		Audit Manuals	
	Rulers		Audit	
		Human Resources Systems Manuals	Reports/Memos	
		- Job Evaluation Manual	Monthly Reports	
		- Job/Position Descriptions	Protocols	
		- Compensation Management System	Agreements	
		- Performance Management System	Contract Manuals	
		- Human Resources Procedures and Policies Manual	Work Plans	
			Budgets	

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

COORDINATES the formulation by the Management Team of the overall Strategic Plan for agreement by the Company; together with Annual Work Plans and Budget, and **MONITORS** the procedures for implementing policy directives. **PROVIDES** leadership in operationalising the agreed policies of the Company.

PROVIDES the Company with accurate and up-to-date information which may derive from relevant research and studies, including market research, specific commodity studies, technology evaluation, impact assessment studies, in order to facilitate effective decision-making.

ENSURES that the Management Team is fully briefed on plans and objectives to be achieved; of the resources available to support their efforts and that each **Division/Department Head** is given clear guidelines and policies to perform tasks.

LEADS the identification of relevant programmes pertaining to the development of the Company’s human resources for maximum motivation and performance.

ORGANISES and **MAINTAINS** a constant review of the environment in which the Company operates, in order to identify local and external client needs, and to **ASSIST** in developing policies and mechanisms to satisfy those needs.

CONDUCTS field visits as necessary, and **ARRANGES** similar visits as part of orientation of new management employees.

ENSURES the preparation of, and arranges for consistent review of Progress Reports on the respective operational activities.

PROVIDES effective leadership to staff of the organisation, and **MOTIVATES** them to optimal performance, while paying attention to their concerns.

UNDERTAKES representation of **GuyOil**, or **DELEGATES** as required.

COORDINATES regular meetings of the Management Team.

WORKS with the **Chairman of the Board** to enable the **Board** to fulfil its governance functions and facilitate the optimum performance by the **Board**, its **Committees** and individual **Board Members** and helps evaluate performance regularly.

OVERSEES the fiscal activities of **GuyOil** including budgeting, reporting and audit; works with the **Board** to ensure financing and support of short- and long term goals.

ACTS as an advocate, within the public and private sectors, for issues relevant to **GuyOil**, its services and constituencies.

SERVES as chief spokesperson for **GuyOil**, assuring proper representation at the national level and also initiates, develops and maintains cooperative relationships with regulatory agencies.

IV. MANAGEMENT JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

POSITION TITLE: Chief Executive		POSITION CODE : 11-01-10-125
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	Post-Graduate Degree in Marketing, Finance, Mathematics, Management, or Administrative occupations; Professional Accreditation in Accounting plus in excess of eight (8) years' experience at a professional level.
2	EXPERIENCE/ JOB KNOWLEDGE	Senior Professional and other skilled workers requiring in excess of eight (8) years in practice of skills acquired through formal courses of study, on-the-job training and considerable practical experience. Knowledge of a wide range of principles, practices and skills in applying this knowledge to difficult and complex work assignments.
3	SUPERVISION	The Manager provides administrative direction for assignments in terms of broadly defined goals and objectives. Directs the operation of subordinate Managers/Professionals and Supervisors. The Incumbent has responsibility for

		planning, designing, and carrying out work independently and enforcing GuyOil's regulations and National and International rules and procedure related to the Petroleum industry.
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for the administration and carrying out of the functions of the Company. Also responsible for guiding the Company towards its Vision; providing leadership for the achievement of its Mission and Strategic Objectives, through effective management of the Company's operations; and for control of its material resources; while in the process adding value for stakeholders.
5	COMPLIANCE	Extensive knowledge of complex processes, techniques and practices. Work requires knowledge of: planning, monitoring and evaluation methods and technical directives including marketing and research processes. The employee must also use judgment and ingenuity in developing applications to specific areas of work.
6	QUALITY OF WORK	The Incumbent has responsibility for planning, coordinating and implementing work plans independently. The quality of effort impacts on all aspects of GuyOil's objectives. The Incumbent bears ultimate responsibility for the degree of success of the operations and ensures that quality of work meets or surpasses performance standards and targets within the legal/regulatory framework.
7	ANALYTICAL SKILL	The Incumbent's decisions are based on the Legal Framework, Mission, Strategic Plan and over-all goals of GuyOil and subject to the principal Acts, regulations, rules, precedents and those constraints imposed by economic and fiscal considerations. Failure to act would adversely affect output levels and quality of services offered. Quality and high performance standards are most important.
8	TECHNICAL/ PROFESSIONAL	Requires comprehensive knowledge and application of GuyOil's regulations, related Laws, operating policies, rules and technical procedures and ability to interpret same in situations of both a recurring and non-recurring nature, in normal and unique situations to provide technical advice and opinions. Constantly analysing complex, multifaceted, high impact information and data. Co-ordinates and directs staff activity.
9	INTERPERSONAL SKILL	The Incumbent requires high level interpersonal skills to investigate interview and understand people with diverse viewpoints, goals and objectives to understand the problem, arrive at a satisfactory solution, to compromise or to develop suitable alternatives. The interpersonal relationships at this level are with high-ranking officials both within and external to GuyOil in structured or unstructured settings; as well as with clients and staff. Considerable persuasive ability or tact may be required to handle the contacts.
10	MENTAL AND VISUAL DEMANDS	Requires constant and intense application and close visual attention for sustained periods to complete large volumes of work and very broad ranges of activities covering the whole organisation within prescribed time frames. Requires close visual attention for sustained periods.
11	WORKING ENVIRONMENT	Generally works indoors, and in a congenial team environment. May be required to work under pressure to meet deadlines in special cases. Undertakes Service Station and Terminal visits.

Interested persons possessing the relevant qualifications and experience should submit their application and detailed Curriculum Vitae, no later than March 26, 2017, to:

*Company Secretary/Legal Officer
The Guyana Oil Company Limited
191 Camp Street, South Cummingsburg
Georgetown.*

NB: Only shortlisted candidates will be contacted.