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## Position Description

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Vacancy Title: **Chief Executive Officer**

Location: **Suva**

Reports To: **None**

### Objective

The Chief Executive Officer is responsible for the leadership, management and daily overall operational activities of the Yatu Lau Company Ltd to ensure efficiency, productivity, continued profitability through prudent investment to support the core business of the company and provision of quality service to our customers. Working with the Board of Directors to identify, drive and manage new business and investment opportunities for continuous expansion and business growth to achieve the vision of the company. This role reports to the Board of Directors.

### Outcomes

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#### Organisational Stakeholders

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##### 1. A Strategically and Commercially Focused Organisation

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- Strategic Plan facilitated and implemented
    - The five year strategic plan (2022-2027) successfully implemented
    - Annual rolling review of the strategic plan is implemented with the Board and corrective measures implemented including recommendations where required
  - Corporate Framework successfully implemented
  - Mandated activities to further new business and opportunities support company goals to list with the South Pacific Stock Exchange
  - Continuous investment supports financial growth and business sustainability and targeted investment in mandated activities
  - Overall long-range operational plans devised and implemented
  - Continuous improvement in outcomes and quality of service delivery to customers ensured
    - Opportunities for change and enhancement in delivery of internal functions, existing operational programs and services, or development of additional services
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##### 2. Prudent Financial Sustainability and Risk Management

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- Identify, support and provide sufficient resources to promote establishment of business opportunities for viable revenue stream
  - Promote technological advancement and continuous assessment support business interests/investments
  - Ensure investment management portfolio meets annual and long term business goals
    - Yatu Lau Company investment portfolio grown yearly at agreed level
    - Investment financial risks identified and corrective mitigation strategies implemented
  - Healthy liquidity ratios maintained
  - Yearly budget developed, submitted and approved by the Board
  - Finance and resources managed within allocated budget
  - Short term profitability and cost reduction ensured
  - Financial reports prepared and submitted to respective sub-committees and Board
  - Internal and independent audits coordinated and facilitated
  - Corrective measures implemented to overcome non-compliance in a timely and professional manner
  - Yatu Lau Company policies and processes reviewed and areas for improvement presented to Senior Management and Board
  - Monitoring, review and evaluation of company performance on a regular basis
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##### 3. Improving Records Management and Inventory Support Continuous, Effective and Efficient Operations

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- Records management system reviewed with accompanying policy developed, ensure ease and safety of records access
  - Shareholder registry software implemented and maintained effectively
  - Review of overall IT system of hotel properties, finance and company operations ensured
  - Develop and implement an online system accessible virtually ensure business continuity
  - System report submitted to the Board on a regular basis
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##### 4. Improve Cash Management Support Internal Processes Achieve Targets

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- Cash management strategy developed and implemented to ensure increase income earned
  - Corrective measures on recovering and gaining profit on non-performing assets ensured
  - Regulatory compliance with Companies Act 2015 ensured
  - Regular reporting on collection provided to the Board and relevant managers
  - Loan level reduction ensured in line with optimal loan target approved by the Board
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##### 5. Well Informed Board and Stakeholders Supports Informed Decision-making

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- Board reporting on financial performance, investment activities and activities provided in a timely manner
- Sound advice provided to the Board includes but is not limited to company policies, regulatory, investment, business growth etc
- Operations and administration of the Board supported
- Effective and productive stakeholder management between Board, organisations, community and stakeholders
- Corporate risk monitoring reports are accurate and timely

#### 6. Effective Governance and Management Achieve Continuous Improvement

- Regulatory compliance, organisation framework and key policies are developed and/or reviewed for business sustainability
- Company effectiveness delivered through highest standards of governance, management and continuous improvement
- Finance and company sustainability strengthened through improved processes, greater efficiency and increased entrepreneurship
- Annual work plans with accompanying objectives, risks, strategies and KPIs established
- Planning framework refined to better budget allocation integration and performance reporting ensured
- Development plan aligned to SP (2022-2027)
- Asset master plan developed and refined

#### 7. Effective Human Capital Management

- Productive workforce developed
  - Yatulau Company recruitment, training, coaching and mentoring aligned to strategic goals and needs
  - Appropriate/relevant staff training and development supported
  - Skills gap effectively addressed
  - Staff satisfaction, retention, motivation/empowerment optimised
- Robust Performance Management System and appropriate performance measures established, effectively monitored and achieved
- Human capital management policy framework developed, implemented and continuously strengthened in alignment with relevant laws and regulations
- Leadership and professional development training program established
- Staff developed through the identification of training needs and opportunities aligned to the Strategic Plan
- Employees are supported and motivated through organisational systems and programs
- Robust succession planning framework for key positions established, implemented and monitored

#### 8. Productive Stakeholder Engagement through Strategic Communication and Networking

- Productive and effective stakeholder engagement and consultation
- Promote and encourage relationship between company, shareholders and creditors ensured
- Effective image building or corporate awareness
- Advocacy and awareness of Yatu Lau Company priority areas on Yatu Lau website, social media, mainstream media ensured
- Strategic communications plan developed and implemented
- Effective public relations management with stakeholders ensured

#### 9. Yatu Lau Company Limited Values Upheld and Promoted at all times

- Professional relationship and effective leadership of the management team established and strengthened
- Integrity, ethics and honesty engendered
- Organisational values and good corporate and governance practices fully complied within delivering outcomes
- Board and the Executive Management effectively supported/assisted in the following areas:
  - Review, implementation, modelling and promoting the vision, mission and strategic objectives of Yatu Lau Company
  - Influencing and inspiring others to share the ownership of Yatu Lau Company vision, mission and strategic objectives
  - Creating an environment conducive for the achievement of strategic direction
  - Supporting the drive for ethical practices into Yatu Lau Company processes
  - Backing the drive for the development of Yatu Lau Company employees to achieve quality outputs
- Positive corporate image and effective delivery of information, including through Yatu Lau Company internal & public forums effectively contributed to

## Responsibilities - Key Competencies

### Competence

### Description

#### Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information

#### Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Management, Operations Management	or relevant discipline
<b>Desirable</b>		
Masters Degree	Accounting and Finance, Business and Management, Operations Management	or relevant discipline

## Work Knowledge and Experience

Proven experience as CEO with at least 10 years' experience at a senior management role in the private sector
Demonstrated experience in strategic planning and human capital management
Excellent communication, interpersonal and influencing skills to build strong relationships, foster stakeholder engagement, create new partnerships and drive a customer service culture of excellence and innovation
Strong business skills and commercial acumen with the capability to drive business growth including achieving results and targets
Demonstrated experience in local and international investments
Experienced in liaising with Government, statutory bodies, financial institutions and community
Experience in developing profitable strategies and implementing vision
Knowledge of profit and loss, balance sheet, cash flow management, general finance and budgeting
Ability to build consensus and relationship among manager, supervisors and workforce
Excellent communication and public speaking skills
Ability to work under pressure, plan personal workload and delegate effectively
Proven negotiation skills

## Requirements

<b>Language Proficiency</b>
Excellent command of English
<b>Professional Associations</b>
Membership of appropriate Professional Institution
<b>Regulatory Compliance Requirements</b>
Police Clearance

## Other Required Requirements

No other required items found.
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## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board of Directors	
	Finance Team	

Type	Interaction	Comments
	All staff	
<b>External</b>		
	Auditors	
	Contractors	
	Financial Institutions	
	General Public	
	Investment institutions	
	Media partners	
	Partners - joint ventures	
	Taxation Authority	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

Abstract/conceptual thinker	Creates abstract or generic ideas generalised from particular instances.
Challenger	Queries, tests information/beliefs and provokes thought.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Reflective	Takes a thoughtful and deliberative approach.

## How To Apply

Application must be submitted online by accessing the following URL: <http://app.hrmonise.com/job/Yatulau/CEO> with your letter addressing the critical outcomes and CV which must include details of 3 non-related professional referees

## Contact for Enquiries

Contact Name: Ravuama Buadromo

Contact Email: [jobs@maxumisefiji.com](mailto:jobs@maxumisefiji.com)

Further Contact Information: +679 3303137

**Closing Date:** 12 Aug 2022