

Guyana Office for Investment

Vacancy: Deputy Chief Executive Officer (DCEO)

Reporting to: The Chief Executive Officer (CEO)

Reporting and Authority: The DCEO reports to the CEO and acts as the head of the agency in the absence of the CEO. The DCEO has supervision of the administrative, Legal and Compliance responsibilities of the Agency. All non-technical staff members report, either directly or indirectly, to the DCEO.

Job Purpose/Scope: The DCEO will provide oversight responsibility for all administration, perform the duties of Legal and Compliance Officer, and Corporate Secretary. The DCEO will also perform specific duties on portfolio areas as assigned by the Chief Executive Officer (CEO).

The DCEO will apply proven, problem-solving skills, know-how, leadership abilities and strong communication skills with a focus on service excellence. The DCEO will assist the CEO with ensuring the agency is managed to the highest standards of integrity, probity and the principles and rules of corporate governance, while transforming the profile of Guyana as a destination for investors and facilitating the expansion of exports of Guyana's products and services to traditional and non-traditional markets.

The DCEO will assist the CEO in ensuring all board decisions are carried out expeditiously and efficiently, and that actions taken are consistent with national policies and obligations under domestic, regional and international law, treaties or conventions.

Main Duties and Responsibilities: -

- To provide administrative leadership, direction, and support to the Human Resources and Administrative Departments on all matters under its purview to ensure strict adherence to policies and procedures and to advise Heads and Staff accordingly.
- Provide oversight to the accounting department to ensure the timely preparation and submission of a comprehensive report of financial, programme, and administrative activities for the Agency's Annual Report;
- Provide oversight to the accounting department to ensuring the Agency has in place all necessary procurement and operational systems and controls necessary to ensure discharge of agency mandates in keeping with the Public Corporations Act and good governance practices
- Ensure that monthly and quarterly operating and financial reports are prepared for the CEO, Chairperson, Board of Directors, and requesting government agency in a timely manner, ensuring availability of finalized Reports for dispatch to the Board at least 4 working days prior to Board Meetings;
- Provide all related duties of a Legal Officer including but not limited to timely and accurate legal advice, input relating to due diligence exercises, preparing and reviewing MoUs, format for Investment Agreements, Contracts of Employment, and other Agreements

- Provide all related duties of a Compliance Officer including but not limited to due diligence and research related, to agreements the Government of Guyana (GoG) has entered or consider entering;
- Perform all duties related to Secretary to the Board of Directors, including the preparation of Minutes and Action Sheets, the delivery of Board Packages, and follow up of action items; interface with the Chairperson of the Board as is required for the proper discharge of Board Functions, advise the Board on authority and legal requirements;
- Lead the development of Operations Manual to regulate administrative activities and operations, maintaining direct oversight on effective discharge of functions and adherence to systems and policies, by staff members;
- Assist the CEO in appraising the Operational and Human Resources Structure of the Agency, and to make recommendations on realignments or changes for effective delivery of the Agency's mandated services;
- Provide assistance to the CEO by planning, controlling, coordinating and monitoring all activities of the assigned portfolio of departments;
- Serve as a member of the management planning and decision team;
- Be integrally involved in the Agency's Public Relations and Communications mandate and the execution of related programmes, aimed at increasing public awareness and elevating the level of visibility of and confidence in the Agency;
- Represent the Agency as is needed, at Seminars, Trade Fairs and Meetings (both local and overseas);
- Assist with implementation of the strategic plans, initiatives and directives throughout the organization;
- Assist with review and evaluation to recommend best practices in the areas of customer service and administration, benchmarking, performance management, staff development and accountability;
- Build strong consultative relationships with other government agencies and ministries with a strong emphasis on customer service, accountability, collaboration and problem solving;

Qualifications

- At least: -
 - Five (5) years of supervisory or managerial experience in business administration, business management, public administration, Legal Officer, Compliance Officer, Corporate / Board Secretary
 - Of the five years at least three years must have been in a managerial or senior decision making capacity.
 - The ability to demonstrate and direct administrative, technical and professional staff in one or more areas of operational responsibility.
- A Bachelor's Degree in Law. Graduate Degree in Law (LEC) is preferred.
- Demonstrated competency in administration and solving complex problems.
- Excellent written and verbal communication skills.

- Knowledge of budget development, management.
- Strong political acumen and skilled in working with all elected officials in a proactive, informative and responsive manner, especially in dealing with sensitive issues.
- Ability to interact effectively with elected officials, investors and the general public.

Working Environment

The successful Candidate must:

- Be able to work outside of normal working hours;
- Be able to operate against challenging deadlines;
- Maintain positive relations with all stakeholders, including but not limited to, Investors, Exporters and Government Agencies;
- Have the ability to travel outside of Guyana.