



JOB TITLE:	CHIEF EXECUTIVE OFFICER
<p><u>JOB OBJECTIVE(S)</u></p> <p>The Chief Executive Officer will have the overall responsibility of leading the development and implementation of the Credit Reference Bureau Association’s Strategic Plan as well as managing business risks and complex relationships with all stake holders including Directors, Board members, Members, Regulators and Employees to run the Secretariat.</p> <p>S/he is expected to manage all strategic aspects of the CRB Association to deliver the vision and mission to all stakeholders and the economy.</p> <p>Grow the CRB Association Membership</p>	
<p><u>DUTIES & RESPONSIBILITIES</u></p>	
<p>GOVERNANCE</p> <ol style="list-style-type: none"> 1. Promote sound corporate governance and ethical standards at all levels the Association’s Secretariat. 2. Develop an effective management team and future leadership at the various levels of the Association Secretariat. 3. Promote strategic visioning with the executive management of the Association Secretariat. 4. Promote good corporate governance as supported by the Corporation Secretary. 	
<p>PLANNING</p> <ol style="list-style-type: none"> 1. Provide business leadership in developing and implementing the Association’s Strategic Plan to achieve sustainable growth. 2. Lead team in developing and implementing Annual Work Plans drawn from the Strategic Plan. 3. Establish Business Continuity Plan to cater for guidance on dealing with business uncertainties. 4. Update the Board on management’s performance against work plans to inform their decisions. 	
<p>ASSOCIATION MODELLING</p> <ol style="list-style-type: none"> 1. Provide strategic direction on development and delivery of specific objectives/goals, business opportunities and initiatives. 2. Provide oversight on management and smooth operations of the Association. 3. Provide comprehensive analytical reports in relation to the Association’s environment to; Board, Members, regulators and general public where applicable. 	
<p>FINANCIAL & RISK MANAGEMENT</p> <ol style="list-style-type: none"> 1. Direct the Association’s management of financial and operational systems, risk management framework -procedures and controls. 2. Work with the board and staff to strengthen accountability standards and systems. 3. Provide prompt and accurate information to keep Board’s informed of the financial position. 4. Uphold regulatory and internal policy compliance across the Association. 5. Secretariat and Association Budget framework development 	

HUMAN RESOURCE MANAGEMENT

1. Develop and maintain Associational culture, values and reputation with all stakeholders.
2. Promote best practice HR Initiatives to attract, motivate and retain skilled resources.
3. Effectively manage the human resources of the Associations according to authorized personnel policies and procedures that fully conform to current laws and regulations.

COMMUNICATION

1. Serve as the primary spokesperson and representative of the Association.
2. Augment relationships with local and global business partners.
3. Coordinate secretariat activities with the board and staff to ensure proper care and development of the Association's reputation and image.

KEY PERFORMANCE INDICATORS

- Implement the CRB Associations Strategic Plan to attain targets as set out in annual work plans.
- Attainment of Financial sustainability within set period.
- Timeliness in the preparation and dissemination of relevant reports.
- Attainment of unqualified Audits.
- Timeliness in the detection and resolution of exceptional cases and compliance concerns
- Attainment of the institution's market recognition and acceptability.
- Upholding the reputation of the Credit Reference Bureau Association
- Secretariat's employee competency and performance evaluation standards and KPIs in place
- Engage Secretariat team with high staff retention rates

REPORTING RELATIONSHIPS

BOARD OF DIRECTORS

Job Holder:	Developed by:	Approved by:	Last revised by:
Name:	Name:	Name:	Name:
DATE:	DATE:	DATE:	DATE:

Note: All applications should be sent to the CRB Association address by the 15th December 2022, to the attention of the Board Chairman.