



IDENTIFICATION SECTION

JOB TITLE : Chief Executive Officer
JOB GRADE : KR01
DEPARTMENT: General Administration

JOB PURPOSE

The Chief Executive Officer (CEO) is responsible for providing strategic leadership and vision to the Company by working with the Board of Directors and the senior management team to establish, implement and over-see the goals, strategies, plans and policies of the Company, subject to the direction and oversight of the Board of Directors.

The CEO will advance and build on the vision, mission, and commercial development of Kabundi Resources Limited. The CEO will be responsible for leading the Management and bring a combination of an understanding of mining, people management and commercial management experience.

The CEO will lead the commercial and strategic focus to the Company and will be the representative in interacting and managing relationships with all stakeholders within the project including the KRL Board and will be responsible for the overall Strategic direction, coordination, implementation, execution and control and completion by ensuring consistency with company strategy.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Strategy Implementation	<ul style="list-style-type: none"> • Work with the Board to develop the organizational strategy. • Provide policy options for consideration by the Board of Directors. • Creating, communicating, and implementing the organization's vision, mission, and overall direction • Develop and implement operational policies and a strategic plan. • Make high-level decisions about policy and strategy. • Develop the company's culture and overall company vision. • implement, improve, and enforce policies and procedures that will increase the financial and operational effectiveness of the company
Operations	<ul style="list-style-type: none"> • Ensure the development, implementation and review of Operational policies and guidelines to enhance the operations performance of the Company. • Provides leadership to ensure that an implementation and achievement of operational targets within estimated costs is achieved. • Provide leadership to ensure that achievements against plans are undertaken at all levels of the organization • Provide leadership in the development and implementation of SHEQ policies and guidelines. • Monitor production output and costs, and adjust processes and resources to minimise costs
Finance & Audit	<ul style="list-style-type: none"> • Oversee prudent utilization of finances, assets and other resources to ensure accountability, cost effective operations and sustainability of the company • Provide leadership in the planning and implementation of the company budgets. • Provide leadership in planning, designing and implementation of financial Policies to ensure company growth, profitability and sustainability. • Manage relations with Auditors of KRL

<p>Risk, Compliance, and Corporate Governance</p>	<ul style="list-style-type: none"> • Oversee the company risk and compliance management • Ensure adherence to good corporate governance programs for the company. • Ensure compliance with legal and compliance pertaining to laws that govern the Zambian mining sector • Ensure that effective systems are in place to identify and manage business risks and that such risks are within acceptable levels. • Provides leadership to ensure that Board members are kept abreast of current issues, opportunities, and potential risks of IDC
<p>Stakeholders Management</p>	<ul style="list-style-type: none"> • Oversees the implementation of Stakeholder engage Strategy and Communication. • Provides leadership to ensure that an effective working relationship with all the stakeholders in achieving the company objectives. • Oversees the enhancement of shareholder asset value. • Provides leadership to ensure that relationships with relevant local institutions are enhanced.
<p>People Management and Leadership</p>	<ul style="list-style-type: none"> • Provide leadership in ensuring that strategies implemented to manage human capital needs of Kabundi Resources Ltd are backed by Policies and Procedures that support the strategic direction of the Company. • Provide Leadership in ensuring the Company adopts human capital strategies that uphold industry best practices • lead and mentor staffin supporting the vision, mission, and goals of the Company • Provide Leadership in ensuring the Company implements a watertight performance management system.

REPORTING RELATIONSHIPS

- a) **Reports to:**
Board of Directors
- a) **Other Jobs Reporting to (a) above**
None

c) Number and level of immediate subordinates:

Finance Manager/Company Secretary

Mine manager

Human Resource Officer

Procurement Officer

Commercial Officer

Internal Auditor

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications:

- Grade 12 Certificate
- Minimum first degree in either Mining, Geology, Finance, Commerce, Business Administration or related qualification
- Relevant professional certification
- Post graduate qualifications in Business related courses will be an advantage

b) Minimum Relevant Pre-Job Experience:

- 10 years post qualification work experience at senior management level in equivalent organizations

c) Skill Specifications:

- Good and proven leadership skills.
- Relationship building and stakeholder management.
- Excellent communication skills; oral, written, and presentational.
- Analytical and problem-solving skills.
- Excellent financial analysis skills.
- Good interpersonal skills; and
- Proactive and ability to see the “bigger picture”.

d) Other Attributes (Personality Traits)

- High standards of integrity and morality.
- Confidentiality
- Methodological

Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue:

