

JOB DESCRIPTION

BASIC INFORMATION ON THE ROLE

Position Title	Secretary General		
Department	Office of Secretary General Section		
Grade	< to be decided >	Position ID	
Reporting To	Board Of Director		
Duration of Tenure	To be indicated by BoD upon signing contract		

SECTION I: JOB PURPOSE

The role holder is responsible for overall effective functioning and conduct of the Arab Union of Electricity. The roles and responsibilities entails as chief executive officer of organization and corporate governance. The role holder is also responsible for leading and monitoring the overall mandate of organisation and provide professional support to accomplish organisational vision and mission. Articulate and translate the objectives of organization and business goals set out by Board of Directors.

SECTION II: KEY RESPONSIBILITIES

Key Responsibilities:

Strategic Responsibilities:

- The Secretary General acts as the Public face of the Organisation in front of its external and internal environments.
- Articulates and translates strategy into operational activities through supervising processes and developing operating frameworks, policies, manuals, in line with the stated Union's mission and priorities.
- Supervises the development of plans, programs and objectives, legislation of the AUE.
- Monitors the organisation's performance against its set plans and objectives and accordingly takes measurable action.
- Prepares the 5-year strategic plan and the annual technical report (including detailed assessment of external & internal environment, consultation workshops with concerned committees, members, BoD etc. aligned with Union's future directions and objectives, budgets and resources etc.)
- Prepares and develop the annual planning, budgeting and the reporting guidelines as part of the operating guidelines (procedures/ manuals).
- Prepares the annual budget, final accounts and activity report of the Union and secures subsequent approval, tracks expenditure and ensures adherence to the budget.
- IT modernization (web development/ restructuring, web hosting, email id development and allocation etc.)
- Develops and maintain strategic relationships with key players in the sector and secure funds for existing and new initiatives, in a manner that contributes to achieving the goals of the Union and raising its position in the sector.
- Actively researches and analysis the sector to develop new training programs and initiatives targeted to different segments
- Provides administrative, technical and auditing work at a professional level involving the direction, operation, management.
- Oversees contract negotiations, monitors expenditures, analyses variances and initiates corrective actions related to designated projects and on-going work activities within the organisation.
- Documents and maintains all approved official and executive papers, documents and files of the Union.
- Coordinates with AUE's committees activities (Renewable Energy Production Committee / Transport and Planning Committee / Distribution Committee).
 - Develop operation policies and control, identify eventual process and operational problems

and develop solutions.

- Follow up the implementation of Board of Directors Decisions
- Perform any tasks assigned by BoD.

Key Competences and Suitability

- Must have the qualities and aptitude to lead, manage and motivate a team and maintain a homogeneous working relationship with the support staff of every grade in a multi-cultural environment;
- Must have the ability to design, organize, and execute projects and programmes of the Union;
- Must be a dynamic personality, proactive in outlook and of a high sense of morality

People Management Responsibilities:

- Defines goals and key performance indicators for each member of the team
- Develops talent within the team by providing guidance and support to achieve the targets
- Ensures objective periodic administration of the performance appraisal process, complemented by ongoing coaching and training
- Follows laws, regulations, policies and procedures for all people management aspects

SECTION III: KNOWLEDGE & SKILLS

Educational and Technical Qualifications/ Certifications:

- Bachelor's degree or equivalent, specialised in Electrical Engineering is a plus, a Master's degree in Engineering or management is preferred.

Years and Nature of Experience:

- More than (15) years of relevant experience and leadership responsibilities with 10+ years of senior management experience preferably in the area of Electrical Engineering, Corporate and State Affairs and Corporate Executive Management.

Language Skills:

- Written and Spoken Arabic & English is essential, French is a plus

Special skills

- Strong leadership Skills
- Excellent problems solving and decision making skills
- Excellent planning and organizing skills

SECTION IV: PHYSICAL REQUIREMENTS

Physical Requirements of Work

This role requires:

- Regular office/Offsite Work
- Travel to various places inside and outside countries.
- Extensive network and communication with various stake holders.
- Arab league country citizen
- the SG is required to be independent of any other entity and full time dedication for the AUE

LUNCHING PROCEDURE

Contact to be addressed

auptde@nepco.com.jo
Tel:00962 6 5819164 Fax: 00962 6 5859403

Application documents	Cover letter; A personal branding video of less than 1 min (presentation of the candidate, his motivations) Identity Photographs; A Curriculum Vitae;
Deadline for submission	<i>(to be completed) before 20th April 2020</i>

JOB DESCRIPTION DOCUMENTATION & APPROVAL

Documented By:	
Approved By:	
Date of Approval:	