

JOB/ROLE FORM

Position Details:

Title Executive Secretary
Section Administration
Location Maseru
Reports to Board
Grade E

1. Purpose of the Job

The incumbent shall implement the strategic and business plans of the Fund, promote and ensure conducive working environment for staff, the incumbent shall further ensure sound financial management, management effectiveness in the petroleum industry and ensure corporate governance is maintained at all times.

2. Job Summary

The incumbent will be expected to perform the following responsibilities; Overall administration and management of the Fund and the Secretariat staff, Oversee the Board meetings and business conduct, Ensure the preparation of fuel price reviews on a monthly basis and make appropriate recommendations to the Board, Ensure the preparation of fuel price reviews on a monthly basis and make appropriate recommendations to the Board, To improve stakeholder and customer satisfaction, To improve the ability of the fund to manage the project finance fund research initiatives, To improve fund sustainability optimise financial resources and attend to other administrative responsibilities

Key tasks/Performance Areas (KPA)

Activities

Key Performance Indicators (KPI)

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| <p>a) To attend to overall administration and management of the Fund and the Secretariat staff.</p> | <p>To Initiate development, review and implementation of policies, procedures, guidelines and tools, (human resources, finance, procurement, general administration etc)</p> <p>To Review and implement the fund strategic plan</p> <p>To Ensure annual performance assessments of Heads of Departments/Sections</p> | <p>Availability of policies, guidelines and tools</p> <p>Availability of reviewed strategic plan</p> <p>Availability of developed annual business plan for the fund</p> <p>Availability of assessments of all sections/departments in line with the annual business plan</p> |
| <p>a) To Oversee the Board meetings and business conduct.</p> | <p>To Advise on the distribution of petroleum products in the country and recommend necessary improvements to the Board.</p> <p>To Oversee the preparation of monthly, quarterly and annual fund reports both general performance and finances of the Fund for presentation to the Board.</p> | <p>Availability of proposal to the board on distribution of oil</p> <p>Availability of monthly, quarterly and annual reports</p> |

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| | <p>To liaise with the chairman to develop an annual board meetings schedule</p> <p>To provide secretarial services to the board</p> | <p>Availability of annual board meetings schedule</p> <p>Availability of minutes, resolutions and implementation plans</p> |
| <p>b) To closely liaise with the Department of Energy in ensuring that the oil companies maintain adequate storage facilities at all times.</p> | <p>To familiarise with MOUs between oil companies & Ministry of Energy</p> <p>To ensure compliance by the oil companies with the national & international laws</p> <p>To oversee safety equipment at storage facilities to ensure safety.</p> <p>To develop compliance assessment tools</p> | <p>Recommendations and</p> <p>Availability of compliance reports and recommendations</p> <p>Availability of report on safety equipment</p> <p>Availability of assessment tools for ensuring compliance</p> |
| <p>c) To ensure the preparation of fuel price reviews on a monthly basis and make appropriate recommendations to the Board.</p> | <p>To review and implement the fuel price guideline/slate policy</p> | <p>Availability of reviewed fuel price guideline/slate policy</p> |

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| | <p>To ensure timely subscription payments to international companies the fund affiliates with.</p> <p>To ensure timely revisit of the changing oil market rates daily</p> | <p>Availability of paid subscriptions</p> <p>Availability of monthly reports presented to the board</p> |
| d) To improve stakeholder and customer satisfaction | <p>To ensure availability of stake holder lists</p> <p>To develop an annual meeting schedule for stake holders</p> <p>To ensure submission of recommendations and implementation plan to the board</p> | <p>Availability of Stake holder lists</p> <p>Availability of Annual meeting schedule</p> <p>Availability of stake holder recommendations and implementation plans</p> |
| e) To improve the ability of the fund to manage the project finance fund research initiatives | <p>To establish a committee to assess research initiatives proposals</p> <p>To approve the best research proposal and recommend funding to the board</p> | <p>Established committee</p> <p>Availability of approved research proposal</p> |

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| | To Ensure implementation of the proposal | Availability of developed implementation plan with time lines |
| f) To improve fund sustainability in order to optimise financial resources | <p>To Propose an increase in revenue from levies</p> <p>To Identify areas of cost savings and monitor implementation</p> <p>To Investigate investments that can yield a return above inflation</p> <p>To Initiate strategic partnerships with developmental financial institutions</p> | <p>Availability of developed proposals</p> <p>Availability of identified cost savings and developed monitoring tool</p> <p>Availability of investigation report with recommendations and implementation plan with time lines</p> <p>Availability of identified financial institutions</p> <p>Availability of developed proposals to financial institutions</p> |

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| <p>g) To attend to administrative responsibilities</p> | <p>To closely liaise with the Department of Energy and other stakeholders in the petroleum sub-sector on matters of mutual interest.</p> <p>To develop scheduled management meetings</p> <p>To participates in Petroleum Fund projects as instructed</p> <p>Represent the Fund and the Board on all matters and fora nationally and internationally.</p> | <p>Availability of recommendations & implementation plans</p> <p>Availability of scheduled management meetings</p> <p>Availability of reports</p> <p>Availability of reports</p> |
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3. Educational Qualifications and/or Equivalent Work Experience
 Master`s in Business Administration with degree in Science/Social Sciences, preferably, economics, plus more than ten years working experience, five of which should be in Senior or Executive Management.,

 Knowledge of petroleum industry will be an added advantage

OR

Degree in science/social sciences, preferably, economics, coupled with fifteen(15) years post qualification working experience ten(10) of which should be in Senior or Executive Management

An Executive Development Programme qualification would be a further added advantage.

Knowledge of petroleum industry will be an added advantage

4. Core Competencies

- a) Knowledge and experience in corporate governance
- b) sound insights into people management and empowerment
- c) Good interpersonal and communication skills (a team player)
- d) Strategic and leadership capability
- e) Analytical thinking
- f) Good negotiation skills
- g) Good report writing and presentation skills
- h) A Change agent
- i) Good knowledge of Financial management
- j) Experience in Project management
- k) Knowledge of international/SADC & National Petroleum laws
- l) Competency in computer literacy