



CAREER OPPORTUNITIES
(SEPTEMBER 2019)

TERMS OF REFERENCES (TOR's)

- (I) General Manager (Agri-Products)
(II) General Manager (Admin/Finance/R &D)

(i) AGRI PRODUCT DEPARTMENT

GENERAL MANAGER (Head of Department)	GM is responsible for creating & implementing business strategies, interacting with global clients, driving supply chain enhancement, supervising and monitoring implementation of certification schemes and motivating exporters for acquiring certifications in the interest of export of quality products, identifying development interventions, guiding & promoting private investment.
Team Supervised	i. Managers - Agri Products. ii. Assistant Managers – Agri Products

DUTIES AND RESPONSIBILITIES

- Keep abreast with market development and issues to facilitate higher management in strategic planning through data acquisition, analysis, report preparation, critical activities analysis and tracking.
- Guide research and quantifies data related to product characteristics. May oversee or coordinate with relevant wing in product surveying projects. Use judgment in analysis and may be required to determine appropriateness of dissemination of sensitive or confidential information about the working of organization on different products.
- Devise methods and procedures, and guides staff activity in obtaining, maintaining and updating large sets of market-related data, including but not limited to data about area,



production, processing and export of horticulture products. Provides leadership responsibility in the evaluation of data, as well as, database development and maintenance of the database of products and stakeholders. Performs data collection for forecasts, and provide comprehensive analysis of data in relation to production and exports.

- Prepares reports and makes presentations to higher management, regarding the results of research and analysis of different Agri products.
- Contribute technically in the development of National Horticulture Strategy by providing product related information in a befitting manner.
- Establish product strategies to meet organizational goals and objectives
- Provide technical input to higher ups on product life cycle and suggest changes in overall product plan wherever and whenever needed.
- Evaluate the social and economic conditions related to horticulture products and suggest changes in the face of changes in social and economic conditions of stakeholders related to the product
- Provide technical input in the redesigning of policies to meet the emerging requirements of the international trade under WTO regime.
- Manage technical input for implementing organizational policies, plans and strategies for the development of horticulture industry in the country with focus on horticulture exports.
- Supervise the work of technical staff including the Assistant Managers and field staff and guide/direct them in successful performance of their duties towards the objectives of the Company in accordance with needs of the horticulture industry.
- Identify development projects needed to support horticulture industry and encourage private investment.
- Take charge of the advertising, promotional material and related agencies as per requirements and get jobs done from relevant agencies
- Prepare product development and promotion plans for the year
- Supervise the relationship management services offered by the organization to its stakeholders.



- Identify working partners in the public and private sector, establish linkages and pursue coordinated activities and liaise with relevant national and international (including donors) organizations in public and private sectors.
- Any other tasks, as assigned by the Management.

PROBLEM SOLVING

A General Manager may often face complex issues demanding solutions that need to be creative and at the same time sensitive to local and PHDEC requirements.

SPECIAL CIRCUMSTANCES

Successful performance requires the General Manager to work long hours, to quickly adapt to different cultures and conditions, to successfully handle high – stress situations and to constantly work under pressure in a complex and very competitive business environment.



CAREER OPPORTUNITIES

(September, 2019)

TERMS OF REFERENCES (TOR's)

(ii) ADMIN / FINANCE / R&D DEPARTMENT

GENERAL MANAGER (Head of Department)	GM is responsible for developing, recommending and implementing the strategies, policies and practices. Planning, directing, and coordinating the activities for the achievement of PHDEC's mandate. Supervising and leading the technical teams for organizational development skills.
Team Supervised	i. Manager/Officials/Staff of Admin/HR & Accounts. ii. Manager Research

DUTIES AND RESPONSIBILITIES

i) ADMIN/HR WING

- To plan, develop and implement strategy for HR management (including recruitment and selection policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, morale and motivation, culture and attitudinal development, performance appraisals and quality management issues .
- To establish and maintain the appropriate systems for measuring necessary aspects of HR development.
- To monitor and measure HR issues, opportunities and development plans and achievements within agreed formats and timescales



- To Manage and control the departmental expenditure within sanctioned budgetary limits.
- To liaise with other functional/departmental heads so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purposes and achievements.
- To maintain awareness and knowledge of contemporary HR Manual/Rules and methods, and provide interpretation to directors, managers and staff within the organization.
- To contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team
- To ensure activities meet with and integrate with organizational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Responsible for developing and implementing the annual plan and budget of the department.
- To lead, direct, and develop the HR and Admin teams to ensure that optimum level of services and support to company's business.
- To monitor and lead the recruitment function to ensure that the recruitment process is operated efficiently in support of the company as a whole.
- To ensure timely execution of annual performance appraisal process and annual increment process of employees in the company.
- Managing and controlling of physical assets including vehicles, equipment, furniture etc.
- Monitoring and managing the proper arrangement of events.
- Managing and arrangements of transportation service for Company, official assignments.
- Ensure timely payments against availed services.
- Strict observance of Government rules & regulations and organizational rules.
- Handling legal matters of the company.
- Any other tasks, as assigned by the Management



ii) ACCOUNTS AND FINANCE WING

- Preparation of budgetary and financial forecasts.
- Preparation of financial statements including balance sheet, income statement, cash flow and such other statements as required under the Companies Act.
- Computing taxes, prepare tax returns and deposit taxes in treasury.
- Maintaining books of accounts of the Company, Projects, and Endowment Fund etc. based on accounting principles.
- Collecting, analyzing and summarizing account information.
- Reconciliation in the books of account with bank statements.
- Supervising payments to all service providers and vendors by ensuring all legal and contractual obligations.
- Ensuring timely recording of financial information in financial software.
- Ensuring timely disbursement of salaries and other payments.
- Preparation of annual budget for approval of the Competent Authority.
- Preparing budget utilization variance analysis.
- Documentation of accounting control procedures.
- Developing internal control within the department.
- Preparation of the accounts for audit and provide support to the auditor(s).
- Processing the settlement of audit paras and audit observations.
- Preparing cash flow statements and identify available funds for investment.
- Following the timelines of investments and process the re-investment proposals.
- Arranging the meetings of the Fund Management and Investment Committee(s).
- Calling the quotations for investment from financial institutions, portfolio managers and other relevant organizations.
- Prepare investment proposals/plans for approval of the Competent Authority to ensure that any surplus funds are invested optimally in the prescribed manner.
- Ensuring operational compliances.
- Any other tasks, as assigned by the Management



iii) **RESEARCH WING**

- Monitoring and analyzing business performance through a range of measures, internal and external; and communicating this back to the business with appropriate recommendations.
- Curating and logging all research reports, internal and external, to ensure significant findings and trends.
- Developing, monitoring & evaluation tools/techniques for Company projects to ensure effective monitoring of each activity.
- Managing external research projects as required, including scoping the research and defining research methodology or briefing an outsourced research coordinator to do so.
- Sourcing the appropriate external research agencies for specific research projects, ensuring these are delivered on time and to the required standard/specification.
- Helping drive the organization's increased piloting and consultation activity.
- Produce insightful research reports with sophisticated advice to support the management in decision-making.
- Management of the research budget.
- Commissioning surveys to develop insight with regard to product development and outward-facing service enhancements and the potential operational & financial impacts of implementation.
- Working with colleagues in other areas of the business, e.g. Finance and IT to improve understanding and increase the use of business intelligence data.
- Any other tasks, as assigned by the Management

• **PROJECTS WING**

- Develop PC-1/ project documents as per the Company requirements.
- Monitor project activities to ensure that deadlines are met and activities produce quality outputs by using appropriate systems/tools.
- Design and develop project strategies including communication and strategies.



- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Ensure resource availability and allocation by ensuring that project activities are delivered on-time, within scope and within budget.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Perform risk management to minimize project risks.
- Keep in regular coordination with the project team and provide guidance on the project activities
- Maintain regular coordination and communication with donor, other partner organizations, consultants, NGOs, firms, institutions.
- Establish and manage relationships with partners and key stakeholders
- Maintaining comprehensive project documentation (including Activity, Monthly and Review Reports)
- Review and finalize the reports of key project activities.
- Facilitate the workshops and events as part of the project activities
- Any other tasks, as assigned by the Management.

PROBLEM SOLVING

A General Manager may often face complex issues of Finance/Accounts and R&D demanding solutions that need to be creative and at the same time sensitive to local and PHDEC requirements.

SPECIAL CIRCUMSTANCES

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