

Corporate Strategy Office

Job Title	Head, Corporate Strategy Division
Position Level	Division Head
Reports to	CEO
Function	The Corporate Strategy Office led by a division head, is an agile and a cross functional team. Its primary responsibility is to provide business intelligence/analysis, treasury, analytics support, performance management, and enable the management and board to make evidence-based decisions. It is also responsible for the research activities and building in-house competency for the optimal use of available resources and providing strategic aid in all kinds of decision makings for the company.

Accountabilities/Responsibilities

Strategic

1. Lead review business process and operation and periodically apprise the board and management.
2. Harness talent in the company, built on cross functional teams (end to end) team, conduct root cause analysis and implement innovation solutions in the company.
3. Proactively assess evolving changes within the company, and external forces, apprise CEO, and board and implement interventions.
4. Strengthening current and future activities to conduct business and technology planning, demand management, optimization, manage the existing technology and plan for modernizing the plant as well as strengthening life of assets.
5. Research and establish a competitive position in the market.
6. Review the different policies and strategies of the company, such as Corporate Strategic Plan, Service Rules and regulations, pricing strategy, raw material management strategy, etc.
7. Create and maintain institutional linkages appropriate agencies and institutions.
8. Being the leader of the Risk Management, should coordinate with all functions to regularly update the risk registers and provide the risk mitigation measures in collaboration with heads of all the functions in the company.
9. lead transformation of the company.



Accountabilities/Responsibilities

Operational

1. Gather and lead cross functional teams such as R&D, and strategy teams.
2. Collaborate with other divisions/sections to review, assess and resolve issues related to plant, sales & marketing, supply chain, HR, strategy, logistics etc.
3. Build human resource capacity including succession planning in consultation with CSD.
4. Built HiPO programs.

Administrative

1. Manage the day-to-day affairs of the office as well as strategic objectives in accordance to policies and directives as may be approved by Board and DHI from time to time.
2. Manage day to day affairs of the Planning and monitoring unit.
3. Ensure multi-tasking and knowledge sharing.
4. Responsible for ensuring proper formulation and implementation of Annual Compact and Team Appraisal System (TAS) and target setting on an annual basis.
5. Improve business performance and market opportunities.
6. Ensure and oversee the quality of the services.
7. Adhere to defined occupational health, safety and welfare policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
8. Any other works as may be assigned by company management from time to time

Functional Dimensions and Contextual Information

Staff	The following employee shall directly report to the head: i. Analysts
Internal/External Roles	Internally: • The office requires a positive and professional working relationships with each other to build the required competence in the core technical areas

Functional Dimensions and Contextual Information	
	Externally: • The office will ensure good relations with other functions in the company and other stakeholders with an interest in building necessary competencies and know-how sharing.
Qualification, Knowledge, Skills and Experience	Qualification: • Minimum bachelor's degree from a recognized College/University obtained on a full-time mode. Experience: • Should have completed at least 7 years (excluding study period) in the fields of cement manufacturing in medium to large organizations. Knowledge and Skills: • Proven experience of similar leadership role • Knowledge of business, market trends, and analytics to build strategy • Understanding of budgets and business-planning • Ability to conduct technological analyses and research • Excellent communication skills • Leadership and organizational abilities • Possess strategic thinking • Problem-solving aptitude • Effective negotiation and vendor engagement/management skills • Good analytical and numeracy skills



Functional Dimensions and Contextual Information	
	High Integrity/ethics, and the ability to meet the deadlines
Employment Type	Regular

Suggestive Key Performance Measures
i. Risk reporting formats and templates and the number of risks identified ii. Board approved periodic Corporate Strategy Plans iii. Gap analysis for all products and services of the company and provide strategic ideas on improvement or discontinuation iv. Reduction in revenue loss v. Increase in market share vi. Number of new products and services vii. Number of R&Ds in relevant field identified by the Strategy Division/Management/Board iii. Operating within approved budgets ix. Implementation/execution of TAS and EAS targets set at the beginning of the year x. Any other measures as determined by CEO and Board

