



JOB DESCRIPTION

Job Title: Chief Executive Officer

Job Summary

The incumbent is responsible and accountable for providing leadership for the Children's Life Fund Authority in accordance with the strategy and policy approved by the Authority's Board of Management and the Authority's regulatory framework. The incumbent is required to build and maintain an organisation that will carry out its legislated mandate as set out by the Parliament in the Children's Life Fund Act. The incumbent provides overall leadership in implementation of Board approved policies and the development of systems and associated processes to ensure and/or improve the efficiency of the Authority,

Reports to: The Board of Management, Children's Life Fund Authority.

Supervision Given To: All staff at the Children's Life Fund Authority, inclusive of contracted services.

Main Duties and Responsibilities	
Main Duties	<ul style="list-style-type: none"> • Ensures the effective stewardship of financial and non-financial resources of the Authority, including the management, control and reporting of human resources, financial resources, physical resources and facilities required to deliver its mandate with probity and efficiency. • Manages the organisation and its operations as its Chief Executive Officer and provides vision, mission, strategic objectives, guidance and leadership. • Monitors and ensures compliance with the Children's Life Fund Act and other Laws of the Republic of Trinidad and Tobago. • Develops and maintains strategic partnerships with stakeholders from local and foreign institutions. • Ensures the preparation of annual business plans and budgets, quarterly financial reports and annual reports of performance. • Seeks approval from the Ministry of Health, as required, to provide for the necessary funds to support current operations. • Provides leadership in developing programs, organizational plans and financial plans with the Board and staff. • Safe guards the receipt and maintenance of the Authority's official records and documents. • Responds to Freedom of Information Act requests. • Promotes active and broad participation by volunteers in all aspects of the Authority's work, in accordance with the Board's

	<p>policies.</p> <ul style="list-style-type: none"> • Serves as an Ex-officio member of the Board.
Responsibilities: A: Functional	<ul style="list-style-type: none"> • Prepares grants and contracts for initial or continued funding for approval by the Board. • Ensures clients are fully aware of the procedures and are properly serviced. • Develops and implements evaluations criteria and follow up on the outcomes of the medical funding. • Develops agreements with international agencies, hospitals and treatment programs. • Collaborates with the appropriate public and private funding sources. • Develops the goals and objectives of the Authority for consideration by the Board. • Gives effect to the decisions of the Board. • Provides the Board with updated programme changes. • Engages in public relations and prepares media releases.
Responsibilities: B: Fiscal Management	<ul style="list-style-type: none"> • Approves all expenditures of the Authority, signs and disburses cheques and drafts on behalf of the Authority and in accordance with Board approvals. • Authorizes purchase orders, vouchers, wire transfers and payments within parameters set in the Authority's rules and by-laws. • Administers contracts as approved by the Board. • Develops, maintains and monitors all accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions and recommends and implements improvements to systems. • Oversees monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial operational goals and oversees short and long-term financial and managerial reporting. • Ensures the preparation of financial statements for the Authority and their submission to the Auditor General and Ministry of Health. • Ensures all statutory payments (salaries, grants) and deductions (NIS, PAYE) are prepared and submitted to the relevant agencies in a timely manner. • Liaises with Ministry of Health to obtain the annual budgetary allocation for the fund • Ensures that the necessary research and recommendations are submitted to the Board regarding investment strategies for the Children's Life Fund.
Responsibilities: C: Personnel	<ul style="list-style-type: none"> • Submits all documents and makes recommendations pertaining to the recruitment of staff to the Board.

	<ul style="list-style-type: none"> • Conducts regular staff appraisals and supervises all staff in the Authority. • Ensures that the performance of staff is managed for the achievement of goals and strategies of the Board and Authority. • Conducts an annual review and update of personnel policies, procedures and all job descriptions for the Board’s consideration. • Acts within the proper Industrial Relations guidelines in treatments of improper acts/ misconduct by staff and make recommendations to the Board. Ensures compliance with IR guidelines.
Responsibilities: D: Reports	<p>The CEO is responsible for all reports required by Board, Ministry of Health and specified in the Children’s Life Fund Act. Such reports include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Monthly Operational reports; • Quarterly and Annual Investment Reports; • Quarterly reports on the operations and performance of the Life Unit and Children’s Life Fund; • Submission of minutes of all meetings • Annual reports of funding disbursed and the outcomes of such aid; • Adhoc reports requested by senior officials of the Ministry of Health or the Minister of Health.
Qualification, Experience	<ul style="list-style-type: none"> • A Master’s Degree in Business Administration, Health Administration or Financial Management • Excellent knowledge of the financial procedures. • Extensive public relation experience • Minimum of ten (10) years’ experience in a similar management level.
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Considerable knowledge and understanding of the Children’s Life Fund Act. • Considerable knowledge and understanding of how financial and capital markets operate. • Considerable knowledge and a strong appreciation of the policy, processes, and social and economic issues affecting the Children’s Life Fund Authority and how they can affect the stability and public confidence in the system.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Superior management and leadership skills at a senior executive level. • Ability to display executive leadership and superior management skills in ensuring that the organization has the managerial and functional capacity to fulfil its objectives with the framework of its statutory and regulatory requirements. • Ability to display intellectual leadership in identifying, assessing,

	<p>and managing risks, in developing and enhancing policies and intervention initiatives and understanding the impact of these in the Children’s Life Fund.</p> <ul style="list-style-type: none">• Ability to display well-developed conceptual and analytical skills in order to develop innovative and factual solutions that will address a myriad of issues requiring action and advice, some of which may have major repercussions.• Ability to create an organizational culture that encourages and rewards the highest standards of integrity and professional ethics, operating within a sound framework of managerial accountability.• Ability to manage conflict.• Ability to comply with appropriate standards of conduct.• Ability to establish effective working relationships with stakeholders to be able to negotiate recommendations and actions that are reasonable and prudent in achieving the Office’s objects.• Ability to take appropriate action and communicate effectively with others to achieve objects / expected results through mutually beneficial solutions or by influencing events, issues and the persons involved.• Ability to be sensitive to the differing needs of the stakeholders, exercise sound judgment and be able to influence others that will enable the office to perform its role more effectively.
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