

**Terms of Reference
Director of Operations**

Job Description

The Director of Operations is responsible for leading the development and execution of strategies that drive corporate governance and performance excellence across GIDC and its subsidiaries. This leadership role ensures alignment with the organization's goals, promotes industry best practices, and delivers actionable insights to enhance overall performance.

Scope of Responsibilities

1. Provide overarching guidance on corporate governance and performance strategies for GIDC and its subsidiaries.
2. Oversee planning, monitoring, and reporting systems.
3. Advise on performance compacts, organizational development, and continuous improvement initiatives.
4. Offer expertise on recruitment and selection guidelines, ensuring robust and fair practices.
5. Lead efforts to research and enhance corporate performance and governance practices, recommending innovative solutions and efficiency measures.
6. Develop training programs and foster partnerships to build skills among Board members and key staff, both within GIDC and externally.
7. Serve as a key advisor to the CEO and Board on governance matters.
8. Represent GIDC in forums to advance corporate governance and build strategic networks.
9. Oversee GIDC and its subsidiaries' business operations, ensuring efficiency, effectiveness, and alignment with strategic objectives.

Qualifications and Experience

- ❖ Minimum Master's Degree, preferably in relevant fields like Business Administration, Strategic Management, Project Management, Economics, etc.
- ❖ Professional experience of at least 12 years.
- ❖ A proven track record in senior leadership roles.

Required Skills and Attributes

- ❖ Demonstrate sharp business acumen and analytical thinking.
- ❖ Leadership and team management skills.
- ❖ Excellent communication and negotiation abilities.
- ❖ Exhibit integrity, ethical judgment, and a results-driven mindset.
- ❖ Ability to lead diverse teams and foster collaboration across functions.

Employment Terms and Salary

- ❖ An initial three-year (3) contract, with the possibility of renewal contingent upon individual performance and the needs of GIDC.
- ❖ Compensation will be competitive, aligned with GIDC's existing pay scales, and tailored to reflect the candidate's qualifications and experience. Additional benefits will be provided as part of the overall package.

