



## PROPOSED JOB DESCRIPTION FOR THE DIRECTOR GENERAL

<b>1. JOB TITLE</b>	Director General	<b>GRADE 1</b>
<b>2. NAME</b>		<b>Contract period: 5 years, renewable once.</b>
<b>3. REPORTING RELATIONSHIPS</b>	<b>JOB TITLE</b>	<b>FOR</b>
<b>3.1 REPORTS DIRECT TO</b>	EADB Board	Strategic direction, governance, and performance of the East Africa Development Bank, setting and measuring KPIs and performance against targets, financial and social viability and focus on 10-year plan.
<b>3.2 REPORTS INDIRECTLY TO</b>		
<b>3.3 DIRECT REPORTS</b>	Head of Operations Head of Treasury Head of Finance Head of Legal & Secretarial Services Head of Human Resources & Administration Head of ICT Head of Risk and Compliance Head of Internal Audit (administratively)	Strategic direction, leadership, and performance of EADB department. Progress reporting on institutional goals, setting and measuring KPIs and performance against targets. Strategic planning, operational plans (focus on 5-year plan and operations), business development, business growth, monthly and quarterly reviews, people leadership, role modelling, support, guidance, development and performance management.
<b>3.4 INDIRECT REPORTS</b>	Pool of Consultants	Need by need contracts when in house skills not available.

#### **4. JOB PURPOSE**

The Director General is responsible for positioning and shaping the East African Development Bank within its regional external operating environment to maintain EADB's financial and social viability and purpose for 10 or more years. This includes engaging with the regional strategic landscape and with key external stakeholders to ensure that effective long term regional strategies, agenda/business plan are in place and fully negotiated in line with EADB's long term priorities and strategic direction. Responsibilities include ensuring that the products, services and systems, people, policies, internal operating environment, organisational culture and resources are in place to assure the future viability of EADB within its continuously changing/evolving operating environment. The Director General is responsible for setting and leading a high commitment to the Bank's mandate, institutional goals and KPIs. He/she will have the strategic vision and technical skills to lead and respond to the dynamic development bank environment.

#### **5. KEY RESPONSIBILITIES AND CORE TECHNICAL COMPETENCIES**

##### **5.1 Leadership**

- Exhibit strong leadership skills, inspiring and motivating the organization to achieve its goals.
- Demonstrate decision-making abilities, vision, guiding the Bank through challenges and opportunities.
- Role model strategic leadership, coordinate strategic activities, set targets and KPIs, monitor and track progress of overall EADB performance against the regional strategy and business plan.
- Lead the development of EADB, its services, systems, people, internal operating environment, culture, values, reputation, and resources to assure the future viability 10 years ahead in line with overall intent.
- Oversee the development of the policies and management information systems necessary to manage the development of the Bank across the region.
- Demonstrate and drive responsiveness, decisiveness, and speed to support the needs of the Bank in a rapidly changing sector.
- Develop and manage a team of highly skilled and motivated professionals to implement the Bank's development mandate and deliver quality performance results.
- Role model performance appraisals and feedback sessions for designated Heads

##### **5.2 Strategic Formulation**

- Formulating a clear and compelling strategic vision for the Bank.
- Lead the development of EADB's regional strategy and operations to ensure viability over 10 or more years.
- Lead the development, evolution and communication of the strategy and business plan for EADB

- Identifying and prioritizing strategic objectives aligned with the Bank's mission and values.
- Embed processes for monitoring and control thus ensuring the effectiveness of organizational performance and risk management.
- Spearhead market analysis and identification of growth opportunities.
- Maintain oversight of the EADB Investment strategy and performance on a quarterly and annual basis, to ensure that the Bank operates within EADB's mandate.
- With the Head of Finance and Head of Treasury, review the fund development plans and revenue generation strategies to enable the Bank to meet its financial objectives.
- Review growth strategic initiatives for the Bank including market expansion opportunities and present them to the Board for consideration.
- Oversee the study of national development plans, sector studies and surveys, market research at local and international levels, trends and advise to management on the impact of developments in the region on EADB's business.

### **5.3 Strategy Execution**

- Demonstrate effective execution skills, translating the strategic vision into actionable plans and initiatives.
- Allocate resources efficiently, monitoring progress, and making timely adjustments when necessary.
- Foster a culture of execution and accountability throughout the organization.
- Delegate duties and allow management to grow in the various aspects of the organization.
- Build a culture throughout the Bank of continuous improvement in which teams are cognisant of and influence the broader learning agenda alongside delivery objectives.

### **5.4 Financial Planning & Performance:**

- Oversee financial planning processes, contributing to the Bank's financial stability.
- Drive financial growth, optimized profitability, and managed cash flow effectively.
- Demonstrate understanding of key financial metrics, such as revenue growth, profit margins, and return on investment.
- In alignment with the Head of Finance, review the advice given on all aspects of financial management and governance to the management team and the Board.
- Review the annual budget, other budgets, financial plans, business plans, forecasts, feasibility studies, investment memoranda and all other financial and business documents as may be required.
- Oversee the framework of the Bank's overall strategic plan.

- Coordinate strategic planning activities, implementation of the approved strategy plan and quality of service and performance of each business function.
- Oversee the monitoring of Key Performance Indicators with Heads of Departments (HOD), Country Managers and their support teams to ensure achievement of KPIs and business goals.
- Design tracking tools and follow up issues of financial performance at departmental level.

### **5.5 Relationship with the Board**

- Ensure a productive relationship with the board of directors by demonstrating effective communication and responsiveness.
- Adhere matters of governance procedures and responding to Board inquiries as and when required.

### **5.6 External Relations:**

- Exhibit excellent skills in managing relationships with external stakeholders.
- Communicate effectively and representing the Bank positively in interactions with investors, customers, and partners.
- Build strategic partnerships and maintaining a positive public image contributing to the Bank's reputation.
- Network, establish and maintain relationships with policy makers in Governments, strategically important clients, and key stakeholders in the private sector especially those in the financial sector to build partnerships for the Bank.
- Proactively identify potential investment partners and opportunities based on financial capability, development and economic impact.
- Maintain liaison with international and regional institutions, monitor developments in regional economic integration and lead development of suitable assistance for such initiatives.
- Interface and establish close working relationships with other financial institutions and development banks to develop partnerships for joint lending operations.
- Build and maintain EADB's reputation with all regional stakeholders (customers, employees, partners, donors and other potential clients) in-line with the Bank's strategy, handing off (or co-managing) these relationships with Department Heads
- Review the strategy for and contribute to building EADB's profile, external reputation and influence in the regional financial services industry through appropriate thought leadership and networking activities, conference attendance and including via social media.

### **5.7 Human Resource Management**

- Demonstrate a strong commitment to talent acquisition, development, and retention.
- Work on improving the Organization culture and creating internal structures that motivate and reward staff based on performance.
- Maintain oversight of policy and procedure formulation and implementation of market best practice in: HR planning, data management, talent recruitment, engagement, development and retention, employee learning and development, performance, reward, discipline, separation, employee welfare and employer branding.

### **5.8 Succession**

- Oversee Succession planning and talent development for key leadership positions.
- Identify and nurturing potential successors within the organization, ensuring leadership continuity.
- Demonstrate commitment to long-term organizational sustainability.

### **5.9 Product/Service Knowledge:**

- Demonstrate an understanding of the Bank's products & services.
- Demonstrate understanding of the Bank's Business Model as a Development Bank as well as the industry and economic environment.
- Design and implement new innovative products to address the demands of the customers taking into consideration the Bank's socio- economic development obligations.
- Create visibility of the Bank product offerings through aggressive marketing, stakeholder engagement, partnerships with other DFI's to offer sustainable financial solutions for member states and clients.

### **5.10 ESG Champion**

- Prepare, and champion the Bank's ESG agenda to ensure the Bank is not only sustainable but promotes sustainability.
- Champion programs that elevate the Bank's climate change policies.
- Prioritize efforts to reduce the bank's environmental footprint.
- Support social initiatives that benefit the community within which the Bank and its clients operate.
- Maintain strong governance practices at Board and management levels and ensuring regulatory compliance.
- Increase funding for sustainable development to support projects that promote sustainable development.

- Improve customer experience to enhance brand perception and customer loyalty.
- Increase transparency by reporting on ESG performance and disclosing material information to stakeholders.
- Incorporate ESG criteria into decision-making such as risk management and remuneration frameworks.

### **5.15 Other Duties**

- Carry out any other duties or special assignments as assigned by the Board.

## **6. QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE, BEHAVIORS AND ATTRIBUTES**

### **6.1 Qualifications**

- First degree in Commerce, Engineering, Banking, Finance, Legal, Economics, Business Administration or any other relevant degree on a full-time programme from a recognised university.
- A master's degree in finance, Business Administration, Economics, Development Studies, Engineering, or any related field from a recognised university.
- Professional qualifications in a relevant field.
- A citizen of one of the member states of the East African Community.

### **6.2 Skills**

- Ability to set and lead vision in alignment with EADB values and strategic plan.
- Superior leadership skills, strong people-management skills, a high level of emotional intelligence and conflict-management abilities.
- Strong presentation and facilitation skills; skilled at clearly and confidently articulating issues, recommending solutions and persuading diverse constituents; ability to represent the Bank externally.
- Superior negotiation skills with the ability to interact with and influence high level decision makers.
- Strong networking skills and the ability to increase the EADB's visibility and positioning and influence at high socio-political levels.
- Highly developed conceptual, problem solving and decision-making skills.
- High level practical banking skills, proficient technical skills and demonstrable first-hand capability in origination, structuring, and monitoring projects in banking products.
- Proven managerial, administrative, marketing and public relations skills and with the ability to offer support and guidance to the Bank's existing and potential clients.
- Outstanding qualitative and quantitative analytical skills combined with an ability to apply judgment and think logically and strategically.
- Superior written communication skills: capacity to prepare high level briefs, reports, research papers and publications.
- Fluent in English.
- Ability to rationalize and explain decisions on complex questions.
- Ability to influence at senior government levels (national, regional, and international).

### **6.3 Knowledge**

- Have an extensive knowledge of corporate governance policy.
- Extensive knowledge of project cycle management (project analysis, monitoring, and evaluation).
- Computer literate in Microsoft Word and Excel and a working knowledge of email and internet systems.

- Knowledge of and technical expertise in developments in Development Banking, Microfinance and Digital Financial Services.
- Have a deep knowledge and practical experience of investment and financial analysis of long-term projects and a strong credit background.
- Extensive knowledge of project cycle management (project analysis, monitoring, and evaluation).
- Regional knowledge across EADB operating countries.
- Excellent spoken and written English.

#### **6.4 Experience**

- A minimum of fifteen (15) years' experience in a major banking institution, a financial institution, an investment company, a reputable insurance company or in a relevant consulting firm with a significant track record in development banking
- A minimum of five (5) years' experience in a senior management role in a a major banking institution, a financial institution, an investment company, a reputable insurance company or in a relevant consulting firm with a significant track record in development banking.
- Experience in organisational leadership including organisational development, governance, recruitment and performance management of senior management level staff.
- Experienced in developing others to deliver high performance through methodologies such as mentoring and coaching.
- Experience of operational management, business development, risk management, and engagement with internal and significant external stakeholders.
- Accomplished at negotiating political relationships.

#### **6.5 Behaviours**

- Has a customer focused orientation to others, is flexible and always puts the customer at the centre of decision making. Is dedicated to fulfilling the mission.
- Communicates clearly, expresses ideas in simple terms, listens to the views of others and changes tone and style to match the needs of people listening.
- Builds and maintains constructive and effective relationships with stakeholders with a specific focus on the Bank's mission of providing support and advice.
- Is responsive to new product and technology innovations, adaptable to systems and process improvements. Open to change and adapts established methods for new uses.
- Is a supportive team player of other's ideas and innovations, collaborates in a culture of knowledge sharing and team learning to strengthen business performance.

#### **6.6 Personal Attributes**

- Demonstrates integrity, is fair, honest, resilience, effective communication skills and trustworthy with respect for confidentiality.
- Accountable in abiding by the code of conduct.
- Has purpose to be self-motivated and to drive business results, quick to find meaning for being flexible for client and business needs.
- Maintaining an image that reflects positively on the Bank.

#### **6.7 Leadership Behaviours**

- Challenges conventional thinking, has strategic foresight, analyzes and synthesizes and provides strong foundations for strategic planning.
- Agility in understanding and dealing with business situations. Has the acumen to facilitate good business outcomes from well-developed decision making, promotes performance shift and results.

- Has diplomacy, balances business situations and the art of dealing with people, keeps good relations with and between stakeholders, including a variety of internal and external players.
- Creates novel innovations and solutions, is focused on creating new and improved systems and processes, leads capability in new technology, creates and leads the organisation with new products and processes.
- Is proactive in teamwork and leading teams, has the capacity to transform continuous business learning to facilitate EADB's mission of being the client's partner of choice.

**6.8 Leadership Attributes**

- Inspires others to greater performance, professional standards and results. Develops others and creates understanding through delivering focused purpose and meaning.

**7. KEY RELATIONSHIPS**

**Internal Relationships**

- Governing Council
- Board of Director
- Management team
- Internal Auditors
- Staff

**External Relationships**

- Rating agencies, Stock exchange, Capital market authorities (approval authorities, i.e. when approving bond issue before going to stock exchange)
- Commercial banks
- Peer Development financial institutions
- Investors
- Central Banks in all countries of operations
- Credit reference bureaus.
- External Auditors
- Research institutions for market research

**8. APPROVAL PROCESS**

	<b>SIGNATURE</b>	<b>DATE</b>
Job Holder		
Chairman of the Board		
Representative of the Board of Directors		