

ZCCM-IH PLC

JOB DESCRIPTION

1.1 IDENTIFICATION SECTION

JOB TITLE : **Manager Strategy**
JOB GRADE : ZH 3
DEPARTMENT : Executive Office

1.2 JOB PURPOSE

To be responsible for coordinating the development and monitoring of the ZCCM-IH Strategic Plan and facilitates the implementation of strategies, policies and regulations in the Company.

1.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Coordination of Strategic Plan development	<ul style="list-style-type: none">• Coordinates the development of long – range objectives and strategic plans and external issues that could impact on the operation and growth of the Company• Formulates as well as assist Company strategies to diversify in new complementary areas of service or business• Coordinates annual planning process for arising Corporate Initiatives and Operating Framework.• Analyses strategic rationale for all strategic business development opportunities to ensure that the Company takes advantage of viable opportunities• Suggests strategic business development initiatives and priorities.• Liaises with HODs to facilitate strategic development process.• Defines and evaluates imperative ZCCM-IH’s new business development opportunities.

Strategy Implementation	<ul style="list-style-type: none"> • Helps to develop and disseminate information on a continuous basis to all pertinent parties concerning the fulfilment of projects and goals/objectives. • Provides oversight for continuing corporate initiatives every month. • Designs and effectively communicates the Company's growth strategies.
Monitoring of Strategic Plan	Provides actionable suggestions for responding to new threats plus opportunities emerging in the country and beyond
Research	<ul style="list-style-type: none"> • Coordinates research on market trends, client needs and changes in best practice in order to provide information critical for the development of well-informed strategies, systems, processes and other structures critical for the achievement of the ZCCM-IH business objectives. • Coordinates internal and external surveys and market research to inform strategy formulation.

1.4 **REPORTING RELATIONSHIPS**

a) Reports to:

Chief Executive Officer

b) Other Jobs Reporting to (a) above:

- I. Chief Investment Officer;
- II. Chief Technical Officer;
- III. Chief Financial Officer;
- IV. Chief ICT Officer
- V. Chief Legal Officer;
- VI. Chief Human Resource and Administration Officer;
- VII. Chief Internal Audit Officer;
- VIII. Company Secretary;
- IX. Risk Manager;
- X. Corporate Affairs Manager;
- XI. Procurement Manager;
- XII. Executive Assistant, and

XIII. Personal Assistant.

c) Number and level of immediate subordinates:

Nil

1.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualifications

Grade 12 Certificate

Bachelor's degree in Business Administration, Economics /Social Sciences or equivalent

Master's degree in Business Administration is an added advantage.

b) Minimum Relevant Pre-Job Experience

Not less than five (5) years' work experience in a similar position in a busy and complex work environment.

c) Skills Specifications

- Strategy formulation
- Strategic Thinking
- Communication and interpersonal skills
- Strong leadership skills
- Good decision- making skills
- Analytical skills

d) Other Attributes (Personality Traits)

- Integrity
 - Team Player
 - Assertive
 - Attention to detail
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