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 North Star Trade Share Company

## Vacancy announcement

### A. Vacant position announcement for Chief Executive Officer (CEO)

Company: North Star Trade Share Company

Vacancy End Date: March 15/2020

Duty Station: Mekelle, Tigray, Ethiopia

Contract Duration: Permanent (with one year probation period)

#### 1. Background (about North Star trade Share Company)

North Star Trade Share Company is legally registered company in Ethiopia to be mainly engaged in transport and logistics (including air transport) sector. Our company adopted a two-tier corporate hierarchy- the first tier is the Board of Directors and the second tier being the company's upper management. The Board of Directors elected by shareholders is the ultimate governing authority of the company. The Board of Directors sets the company's long-term goals, review financial results, evaluate the performance of Chief executive officer and vote on strategic decisions proposed by the Chief Executive Officer. While the Chief Executive Officer (CEO) to be selected by the Board of Directors is the top operational decision-maker in the company.

#### 2. Duties and Responsibilities of the CEO

Chief Executive Officer is the chief office holder in the company and is the highest responsible person in charge of executing the whole business operations of the company under the guidance of the board of directors. Accordingly, he/she executes the following duties and responsibilities:

- Responsible for the overall success of the company, making corporate decisions, managing the overall operations and resources of the company,
- Proactively act as the main point of communication between the board of directors and corporate across all line of duties and responsibilities.
- Communicate on behalf of the company with stakeholders, government entities, other organizations and the public on the overall business prospects and opportunities
- Lead the overall development of the company's short-medium and long-term strategies
- Create effectively and efficiently implementation mechanism of the company's vision and mission
- Evaluate the day to day work of other executive leaders within the company in a strategic way, including directors and others staff of the company
- Promote and maintain the awareness of the competitive market landscape and expand the company's business opportunities
- Advocate and ensure that the company maintains high social responsibility wherever it does business operations
- Regularly assess risks and design risk avoidance mechanisms to ensure that risks are strategically minimized
- Endure and maintain excellent knowledge and skills to smoothly run the company's business operations
- Set competitive strategic operations that will guarantee fulfillment of the company's goal

#### 3. Competencies

##### 3.1. Core competencies

- Leadership: the candidate should possess demonstrable leadership and innovative thinking in project management and business operations. :
- People management- as this job is the highest ranking position in our company the candidate should possess high-level of people management skills and knowledge on how to regularly update the knowledge and skills of the company's staff
- Communication- the company's business entirely depends on the robust communications and operations the CEO will make. Then, the candidate should possess excellent communication skills (both written and oral) and very good experience in communication with top government officials and business people
- Delivery- good business operation is expressed by the quality and timely delivery of activities which is the CEO's indispensable role. Therefore the candidate should present evidences of his/her experience of delivering activities even under intense pressure.

##### 3.2. Technical/Functional competencies

- Results-based program development and management: the candidate is expected to profoundly and explicitly work on result-based business programs and managements. In essence, the candidate should possess demonstrable technical experiences in project management and business operations
- Client-orientation: our company's business is entirely linked with clients/stakeholders and the candidate should have an excellent mindset on proper handling clients with proven orientation about the vision and mission of our company.
- Building strategic partnerships: the development of our company relies on the strategic partnerships it will make with other companies, institutions, government entities and others. In this regard, the candidate is expected to play a major role in building strategic partnerships across regions and boundaries. Hence, the candidate should present evidences that prove his/her skill in building strategic partnership.
- Innovation and marketing new approaches: innovative thinking towards building a robust company that stands to practically compete across its operational boundary has become the new normal. The candidate then should have practical work experience in market innovation and marketing new approaches.
- Advocacy/advancing policy-oriented agenda: the candidate who will assume the CEO position should have knowledge and skills on advancing policy-oriented business programs
- Promoting company's learning and knowledge sharing: to promote the company's learning and knowledge sharing the candidate should have reputable experience in communicating with stakeholders of varied background.

##### 3.3. Other competencies

- Promoting ethics and integrity
- Building staff competence, creating an environment of creativity and innovation
- Building support and wisdom

- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Sharing knowledge across the company and building a culture of knowledge sharing and learning

#### 4. Required skills and experience

##### 4.1. Education:

The candidate must possess Master's degree (and above) in Business Administration, economics, transportation, Engineering, and others related field of specializations

##### 4.2. Experience

- Minimum of 10 years of professional experience in progressively responsible positions of which 5 years are in senior management position
- Excellent advocacy, representation and diplomatic skills
- Proven track records working with projects and business entities (public and private)
- Professional experience working with private sector across Africa/globe
- Working knowledge on current air transportation industry, digitalization of systems
- Additional experiences regarded as additional merits
- Experience in managing global projects or services, corresponding budgets, as well as monitoring and evaluation plans required
- Working knowledge of regional air transport organizations/companies-desirable
- Experience in analysis of data and using the analysis for program planning and implementation- advantage

##### 5. Language requirements

- Fluency in English (both oral and written) is required
- Proficiency in other languages is an advantage

6. Salary and Remunerations: Negotiable but attractive

### B. Chief Finance & Adimn. Officer (CFAO)

Duty station: Mekelle Tigray, Ethiopia

Contract duration: Permanent (with 6 month probation period)

This full-time position is responsible for undertaking various accounting and reporting functions across the company's business.

Reporting to the Finance and Admin head, the duties include:

- Provide all necessary supports to the finance and administration head
- Assist in financial and management accounting
- Assist with accounts payable, receivable, money wiring/transfer and payroll functions
- Maintain accrual based accounts across the business management system of NSTSC.
- Prepare monthly reconciliations, reporting and analysis as per the standards
- Prepare ad hoc reports to assist management decision making and operational efficiency
- Assist with the preparation of budget and forecasts
- Working closely with the operational team in the business to ensure finance policies and procedures are being adhered to

#### Key requirements

The preferred applicant should have:

- Bachelor of Arts Degree in Accounting
- 7 years of relevant experience in finance and administration, or equivalent combination of relevant education and experience.
- Familiarity with different financial management system
- High level communication skills (written and verbal) and the ability to write clearly, concisely and quickly in English
- Intermediate to advanced MS office skills (i.e. word, excel and outlook)
- Ability to operate effectively in a small team, contributing positively to team operation and working relationships
- Excellent time management and organizational skills and willingness to work in busy, high-volume environment requiring multi-tasking, prioritizing and dealing with shifting priorities.

#### Essential skills

To succeed in this role the candidate should have the following skills and attributes:

- Hard working and committed to continuous improvement
- Attention to detail
- Strong communication skills
- Analytical thinking skills
- Accounting experience
- Work well in a team
- Degree qualified &/or working towards CPA

Salary and Remunerations: negotiable but attractive

All applicants who fulfill the requirements are invited to send their complete CV, academic credentials along with motivation letter and name of two referees to [info@NorthStarTradeSC.com](mailto:info@NorthStarTradeSC.com) before March 15<sup>th</sup> 2020. **NO IN PERSON APPLICATION**

#### Note

Individuals considering this role must have excellent interpersonal skills, communication skills, attention to detail and be able to demonstrate relevant experience against the key requirements of the role.