



Job Description

Job Title: President
Reports to: Board of Directors, InvesTT

Job Summary

Reporting to the Board of Directors, the President provides the leadership and governance to increase investments in targeted sectors through national branding, investment sourcing, facilitation and aftercare to enhance diversification of the economy of Trinidad and Tobago. The President is accountable for leading the formulation and implementation of a strategic plan to advance the Company's mission and objectives within the policy framework established by the Board of Directors. The President oversees Company operations to ensure that all activities are mission focused, valued added, customer oriented and cost effective.

Job Responsibilities

1. Lead the formulation and implementation of a strategic plan as well as supporting budgets, policies and procedures to advance the Company's mission
2. Oversee the Company's operations to ensure adherence to good Corporate Governance standards and practices inclusive of compliance with statutory and legal requirements and state agencies' practices & procedures
3. Build, maintain and manage the performance of the members of the Executive team
4. Lead the implementation of approved policies and plans
5. Establish and build value added and profitable and supportive relationships with internal and external stakeholders
6. Co-ordinate the development of a national / country brand for Trinidad and Tobago through working with other investment oriented companies, agencies and stakeholders
7. Develop compelling value proposition for the targeted sectors for investments and create the awareness by the companies and agencies operating in the desired industries
8. Undertake investor sourcing to realize set investment and diversification targets
9. Establish and maintain a high performance one-stop-shop for investor facilitation
10. Undertake aftercare and advocacy activities for existing investors to retain and enhance investments
11. Oversee direct reports consistent with the Company's Performance Management System and HR policies
12. Comply fully with the Company's policies and procedures, and adheres to the Company's Core Values and Charter of Business Ethics by daily demonstration of associated behavior.
13. Perform any other duties as required by the job function

Education and Job Experience

- B.Sc. in Finance or Business Management
- MBA or Post Graduate qualification in Business, Management, or other related field
- At least (15) years experience related experience in a senior managerial position
- Extensive experience in strategic and change management processes
- Knowledge of Investment Sourcing and Facilitation
- Knowledge of Brand Development and Management
- Knowledge of Industrial Real Estate Asset Management
- Knowledge of Development Planning and Management
- Knowledge of private and public sector business operations experience
- Experience with public procurement processes
- Extremely strong business networks internationally and locally
- Demonstrated success in business development and in maintaining and building relationships with investors, clients, and joint venture partners
- Demonstrated strong action and results-oriented leadership ability
- Proven track record of effectively recruiting and managing a team of professionals

Knowledge, Skills and Abilities

1. Visionary, inspirational, strategic, tactical, focused, persuasive, people centric, decisive, ethical and open to feedback
2. Project Management Skills
3. Solution Oriented
4. Ability to work in and adapt to different areas within the company
5. Ability to maintain a flexible work schedule and to work well under pressure
6. Leadership Skills
7. Ability to Multi-task and manage time effectively
8. Strong negotiation skills
9. Strong Deal Making abilities
10. Strong business network locally and internationally
11. Self-motivated
12. Must have excellent Interpersonal, Networking and Conflict Resolution Skills
13. Must have excellent written, verbal communication and presentation skills
14. Committed to working as a team lead and team member

Reporting Line Signature: _____

Date: _____

Employee Signature: _____

Date: _____