

MDB Chief Corporate Services Officer

Job Description

The Chief Corporate Services Officer [CCS] is responsible for the administrative and corporate services of the Malta Development Bank (MDB) in accordance with the principles and guidelines laid down by the Board of Directors. The CCS is responsible for effectively managing the internal operations of the Bank.

The position reports to the Chief Executive Officer (CEO).

Principal Responsibilities

The role of the CCS is instrumental in facilitating the effective operations of the MDB and is charged with (a) developing, implementing and managing the Bank's key corporate services, (b) defining and collating all management reporting information for the CEO, the Chairperson and the Board of Directors.

This role is also responsible for managing and overseeing the core administrative functions of the MDB including Human Resources, Procurement, Records and Archives Management, Premises, Facilities Management and Administration, which all report to the CCS.

Essential Functions

The Chief Corporate Services Officer shall:

- Ensure systematic internal review of the MDB's operations to assure alignment with the MDB's strategic objectives, quality standards, readiness, and compliance with Bank policies;
- Raise proposals for enhancement of operational efficiency and other policy-related proposals and provide the CEO, the Chairperson and Board of Directors with concise briefs of these proposals.
- Keep regular liaison with Finance and Accounting and with Information Technology in connection with administrative issues in order to ensure the on-going smooth and efficient operations of the Bank.
- Maintain accurate consolidated information on key aspects of the MDB's operations for the Units under the responsibility of the CCS, both under execution and in development, including: project processing and delivery schedules, , resource allocations and usage, and all other operations-level performance benchmarks.
- Identify issues relating to Human Resources and Administration for senior management attention and provide analysis and recommendations as appropriate.
- Develop and manage the administration of the human resources policies and procedures to provide an employee-oriented, high performance culture that emphasizes quality, productivity, high standards and integrity.
- Develop and manage the policies and procedures relating to procurement, premises, security and general administrative functions of the Bank to ensure efficient and effective operations
- Develop an appropriate disaster recovery plan.

- Develop and manage the policies and procedures relating to records and archives management to ensure proper and efficient organisation, classification, preservation, retrieval and internal dissemination of the Bank's records and documentation as required.
- Lead the preparation of consolidated, strategically-driven and coordinated annual operations plan on the basis of the business plans and other relevant inputs from all the business lines within the MDB.
- Produce and/or coordinate analysis and briefing material and provide the CEO, the Chairperson and the Board of Directors with analysis and recommendations to allow policy-level guidance and decision-making on organisational and operational issues and human resources policy matters on both a systematic and on an ad hoc basis.
- Ensure effective communication within the organisation of decisions by the CEO, the Chairperson and the Board of Directors, and track the effective implementation of such decisions.
- Oversee the budgets of the Units under the responsibility of the CCS to ensure that these Units operate within their respective annual allocations as part of the overall consolidated budget approved for the whole Bank.

Management Skills

- Credible capable individual with strong influencing skills and an enterprise orientation, instilling a corporate culture among staff to act in the best interests of the organisation.
- A strong enterprise-manager capable of seeing issues across departments and enabling mutually beneficial solutions and negotiations.
- A good people-manager able to get the best out of staff across their various areas of responsibility.
- A solid project-manager able to ensure that work gets done within agreed timeframes and budgets.
- Interested in process improvement.
- An organised, structured manager capable of bringing to life a strong process orientation and a systematic approach to planning and decision making.

Team Leadership

- Excellent leadership, communication and interpersonal skills.
- Ability to properly interpret, apply and make decisions in accordance with the relevant policies.
- High integrity and excellent judgment.
- An ability to generate trust and build alliances with co-workers.
- Ability to work well with the existing management team by being a good listener, a team builder and an articulate advocate of the enterprise point of view.

Candidate Profile, Knowledge & Experience Required

An experienced executive level performer with strong Project Management and Planning capabilities. The individual must be able to demonstrate a strong results orientation and manage multiple simultaneous deliverables and priorities effectively and efficiently.

The successful candidate must have:

- At least seven years of experience in a similar role, preferably within a Financial Services environment.
- A relevant academic qualification preferably at post-graduate level

- Ability to work effectively across institutional boundaries
- Rigorous, results-orientation, with strong analytical skills and sound business judgment.
- An aptitude for developing practical solutions and balancing long and short-term trade-offs.
- Strong communication (oral and written), with proven report writing skills.
- Ability to manage heavy workloads as well as multiple, simultaneous and shifting demands, priorities and deadlines.

Data Protection

The MDB shall process information provided by candidates solely for the purpose of this vacancy. In the event of unsuccessful applications, the Bank may keep applicants' personal data on file for a period up to six months following the date that the post applied for was filled. Applicants' information will only be used to identify any future employment opportunities within the MDB for which applicants may be suited. Applicants are free to withdraw their application and their consent to the retention of their personal data, at any time. For further information, please read the MDB's privacy notice which can be found on the Bank's website (<https://mdb.org.mt/en/home/Pages/Privacy-Notice.aspx>)