TERMS OF REFERENCE

CHIEF EXECUTIVE OFFICER

Caribbean Agricultural Commercial Services Hub Limited

(CACSH)
INTRODUCTION

The Caribbean Agricultural Commercial Services Hub Limited (CACSH), a subsidiary of the Caribbean Agricultural Research and Development Institute (CARDI), is an entity engaged in delivery of agribusiness based technology products and services to the public and private sectors in the CARICOM Region.

The specific objectives of CACSH are to generate income in a viable business mode from a diverse range of initiatives including the sale of technology, products and services, technical assistance, technical advisory support services and the commercial production and marketing of selected commodities.

CACSH is uniquely positioned to leverage strategic partnerships with established institutions such as the Caribbean Agricultural Research and Development Institute (CARDI) and other government and non-governmental agricultural agencies operating in the region.

SUBSIDIARY MANAGEMENT

The subsidiary will be managed by a Chief Executive Officer (CEO) whose portfolio of roles and responsibilities are defined below.

Reporting

The CEO will report to the Chairperson of the subsidiary’s Board of Directors.

Scope

The CEO will:

- Promote the functions of the subsidiary, regionally and internationally.
- Co-ordinate/manage and expand the day to day operations of subsidiary, ensuring that they are consistently commercially viable and executed in a professional manner.
- Ensure there is continuous professional connection between the subsidiary, parent company, partners/stakeholders and collaborators at all times.
- Continuously build/promote the portfolio of the subsidiary, regionally and internationally.
**Job Description**

- Collaborate with the Board and Management to prepare and implement long-term objectives, growth strategies, policies and plans (strategic and operational).
- Establish and implement proper financial management and accounting systems for the company.
- Prepare and implement a monitoring system that ensures and is consistent with acceptable accountability standards that are acceptable to its parent company.
- Prepare an operational manual that addresses *inter alia* procedures and issues related to resource procurement and management, tender preparation and submission, remuneration of consultants and other operational matters.
- Oversee/approve the procurement of material supplies and the sub-contracting of professional and support services.
- Coordinate/oversee/prepare Project Concept Notes, Proposals, and Tender Documents.
- Conduct research to identify opportunities for projects, new products and markets.
- Prepare/authorise and oversee the implementation of Memoranda of Understanding, Letters of Agreement and negotiate contracts with collaborators and business partners.
- Engage with investors, and represent the company in various settings.
- Prepare annual reports (financial and operational) and periodically report to the Board of Directors.
- Develop and maintain an annual Board approved plan for the development and succession of senior management.

**QUALIFICATIONS AND EXPERIENCE**

- Post Graduate Degree in Business Administration or Agribusiness Management.
- Minimum of 8 years’ experience in a similar position.