

POSITION: Chief Executive Officer (CEO)
DUTY STATION: Karachi
REPORT TO: Board of Directors TransKarachi

OVERALL ROLE

The Chief Executive Officer (CEO) will report to the Board of Directors of TransKarachi. S/he will be responsible for an effective, professional and motivated team to build, operate, manage and maintain BRT/Mass Transit System in Karachi. S/he will advise the Board on policy, operational and strategic matters and will lead the implementation of all policies and procedures, SHE (Safety Health and Environment) standards and requirements, setting organisational culture and values, and achieving business goals as approved by the Board. S/he will endeavour to meet the expectations of stakeholders and ensure complete compliance with the applicable laws and regulations.

KEY RESPONSIBILITIES

The major responsibilities of the CEO include but are not limited to the following:

- **Corporate Performance**
 - **Planning**
 - Act as the Board's principal policy advisor;
 - Develop and present the strategic and business plans to the Board for approval, and report on progress in implementation of the plans;
 - Develop and implement short and medium strategy to achieve vision and timely implement Budgets emerging therefrom;
 - Ensure thorough knowledge, understanding and belief and regular two way communication amongst team/key stakeholders, of Board approved corporate vision, values, strategy, annual plans, financial budgets, timelines and related policies/matters;
 - Ensure the sustainability of the assigned project from a financial, social and environmental perspective;
 - A regular review of the Company's competitive environment is made, and appropriate measures taken to maintain and increase its market share of passengers on assigned routes; and
 - Ensure Company's financial viability and cost structure are regularly reviewed, analysed, and appropriate measures undertaken to monitor and control costs.
 - **Execution and Delivery**
 - Ensure compliance with principles of good corporate governance in all matters;
 - Ensure company is run on sound commercial and professional principles and its defined corporate objectives and values are pursued.
 - Ensure policies are implemented through well documented set of processes, standards and tools that are consistent with relevant regulations, rules, policies and practices;
 - Ensure highest level of transparency and intellectual integrity in all matters. Any threats or events or requirements must be brought to the Board, pro and reactively;
 - Ensure the project implementation, management, maintenance and reporting are in accordance with the conditions of contract;
 - Ensure care, empathy, timely guidance/communications and excellence, of planning and execution, directly or through stakeholders, to minimise and nature of discomfort /

pollution to the 'man in the street'/stakeholders and the environment during execution of all works within execution timelines;

- Ensure all operations are appropriate, coordinated, monitored and of the highest quality;
- Ensure Board is fully briefed and cognizant of challenges and issues being faced by TransKarachi and approvals are obtained where required for operation of the company;
- Ensure approved policies and priorities are understood and implemented across the company;
- Periodically undertake a variance analysis with relevant stakeholders with the intent to learn, improve and ensure timely delivery;
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach for the ongoing operation of the Company on a daily basis; and
- Ensure all matters of material/corporate significance are to be backed by independent legal advice.

- **Financial Management**

- Ensure budgets duly approved by the Board are in place and effective management and control of budgets;
- Completion of projects within budgeted levels and regularly undertake briefing/variance analysis with relevant stake holders including managers and allied staff, on the ongoing financial and operational performance as and when required, ensure remedial actions are undertaken in a timely manner. The objective should be to learn, improve and ensure cost effective delivery;
- Ensure highest level of financial integrity. Any unresolved threats or events or external/internal requirements must be brought to the Board pro and reactively; and
- Aim is to achieve a non-subsidised transport system in Karachi. In this context actively pursue feasible partnerships/avenues to generate passenger and non-passenger revenue / funding / financing towards sustainable revenue and capex needs of the company.

- **Human Resource Management**

- Provide leadership in establishing or enhancing the company's culture and values and ensure fit between strategy and culture, and the company's processes and structure;
- Energetic hands-on leadership is expected by leading from the front and by example of the highest levels of result oriented commitment, passion, team work integrity and transparency;
- Ensure performance evaluation system is based on well defined objectives (corporate and personal), KPIs are in place and good performance is incentivised to make employee more efficient and motivated.
- Ensure companywide process of organization development to address issues such as succession planning, workforce development, employee retention, and change management;
- Administer programs, procedures, and guidelines to help align the workforce with the strategic goals of the TransKarachi.

- **Risk, Safety Health and Environment Management**

- Identify, evaluate, prioritise and manage and mitigate any negative impact proactively

- **Compliance**

- Laws Rules Procedures

- Ensure adherence to the meaning and intent of the provisions of the following, as a **minimum**, and that these are fully understood and implemented by all and timely guide to the Board on related matters;
 - ❖ Articles of Association and Memorandum of Association of the Company
 - ❖ The Companies Act 2017
 - ❖ Pakistan Code of Corporate Governance for SOEs
 - ❖ Laws related to taxation and tariffs
 - ❖ Sindh Mass Transit Act 2014 (No. XXIX of 2016),
 - ❖ PEPRA, SEPR, ADB procurement rules
 - ❖ Any other applicable laws and regulations that may directly or indirectly affect the planning and execution of the Company and its objectives
- Policies, Codes etc.
 - Ensure all applicable Policies, Codes, and Guiding principles are approved by the Board. Procedures and processes to implement these may be developed by management, countersigned in confirmation of compliance with the approved policy, and authorised by CEO;
- **Stakeholder Management**
 - Establish clarity on stakeholders prioritise for impact and interest such as but not limited to, passengers, persons impacted by construction of façade to façade bus route, funding bodies, regional and sub-regional agencies, media, environmental agencies, opinion leaders, transport industry/associations and operators, the traffic police and local authorities;
 - Establish a strategic approach to manage each as required to develop and maintain effective partnerships with stakeholders.
- **Branding and Reputation**
 - Ensure the company establish and maintains a reputation as a respected and professional organization by raising its external profile through inclusion in industry association and international bodies;
 - Other matters as directed by the Board or as deemed to be required.