



Job Description for:

CEO & Technical Manager

• **CEO:**

1. Lead, in conjunction with the Board, the development of the Company's strategy.
2. Lead and oversee the implementation of the Company's long and short term plans in accordance with its strategy.
3. Ensure the Company is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy.
4. Ensure that expenditures of the Company are within the authorized annual budget of the Company.
5. Assess the principal risks of the Company and to ensure that these risks are being monitored and managed.
6. Ensure effective internal controls and management information systems are in place.
7. Ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically.
8. Ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business.
9. Act as a liaison between management and the Board.
10. Communicate effectively with shareholders, employees, Government authorities, other stakeholders and the public.
11. Keep abreast of all material undertakings and activities of the Company and all material external factors affecting the Company and to ensure that processes and systems are in place to ensure that the CEO and management of the Company are adequately informed.
12. Ensure that the Directors are properly informed and that sufficient information is provided to the Board to enable the Directors to form appropriate judgments.
13. Ensure the integrity of all public disclosure by the Company.
14. Request that special meetings of the Board be called when appropriate.
15. Concert with the Chairman, to determine the date, time and location of the annual meeting of shareholders and to develop the agenda for the meeting.

16. Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company's standards and policies, including its environmental, safety and health policies.

• **Technical Manager:**

1. Provides technical direction for the development, design, and systems integration for client engagement from definition phase through implementation.
2. Applies significant knowledge of industry trends and developments to improve service to our clients.
3. Reviews work of development team.
4. Easily recognizes system deficiencies, and implement effective solutions.
5. Creates and executes development plans and revises as appropriate to meet changing needs and requirements.
6. Ensures technical teams are contributing to our code library.
7. Owns the development lifecycle and is responsible for managing technical risks throughout the project.
8. Communicates and enforces coding standards.
9. Performs code reviews and mentors junior developers.
10. Consistently delivers high-quality services to our clients.
11. Conducts effective performance evaluations and mentors developers and senior developers through formal and informal channels.
12. Trains mentors/trainers and clients through both formal and informal training programs.
13. Encourages more junior level to take responsibility for their development within the company.
14. Suggests areas for improvement in internal processes along with possible solutions.
15. Leads internal teams/task forces.
16. Reviews the status reports of team members and addresses issues as appropriate.