

POSITION DESCRIPTION

Title:	Deputy Chief Executive Officer	Location:	Abu Dhabi
Department:	CEO Office	Reports to:	Chief Executive Officer
Salary:	Salary package		
Prepared by:	CAO	Date:	October 2012

Overall Purpose:

To assist the Chief Executive Officer (CEO) to lead the Company and ensure business objectives are achieved.

Roles and Responsibilities

- Provide policy advice and support to the CEO
- Provide leadership in the development and implementation of operational policies
- Assist the CEO in formulating business development plans
- Provide leadership to the executive management team members
- Assist the CEO in ensuring continuous improvement of operational efficiency
- Act as officer-in-charge in the absence of the CEO

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.
- Identify and appoint reporting staff for QHSE investigations
- Demonstrate viable and active leadership that engages Employees to practice QHSE applications

Equal Employment Opportunity and Affirmative Action

Having equal employment opportunities is National Ambulance policy. As a leader of the organisation the occupant of this position needs to demonstrate an understanding of, and commitment to, the implementation and further development of EEO/AA policies and principles.

Professional and Academic Expertise

- Suitable tertiary qualification
- Leadership experience in a relevant industry
- Proven management skills in strategic, administrative and financial areas
- High level of analytical skills
- Ability to develop and implement growth strategy, and engage with stakeholders
- Ability to achieve results through motivating and encouraging people

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	October 2012	New PD
2	October 2014	Updated PD
3	October 2016	No Changes required
4	July 2019	Due to review no changes
5	July 2021	Due to review no changes

Review & Approval:

(Chief Administrative Officer)