

## JOB DESCRIPTION

### Managing Director

#### WHO ARE WE?

The Chamber of Commerce and Industry France Ghana (CCIFG) is the biggest European bilateral Chamber with 130+ members plays the role of a business support system to its members, Corporate Ghana and the International Business Community by providing information through market studies, product-market testing, prospective missions and trade shows. The CCIFG also organizes events ranging from information sessions such as seminars and business breakfasts to networking events.

Established in Accra in May 2014, the Chamber of Commerce and Industry France Ghana is a member of the CCI France International network of 125 Chambers of Commerce and Industry (CCIFI) operating in 93 countries.

#### WHO ARE WE LOOKING FOR?

Duration: Rolling 1 year contract (automatic renewal)

Location: 17 Orphan Crescent, Labone Accra - Ghana

Starting date: September 2024

#### JOB DIMENSION

- To manage the overall activity of the Chamber, and particularly the relation with members, stakeholders, government entities as well as reporting to the Board of Directors.
- To create opportunities contributing towards the profitability of the Chamber and develop major sources of business assistance and information to members and other companies

#### ACTIVITIES

#### GENERAL MANAGEMENT

- Propose and implement yearly action plan and budget
- Manages the operations of the Chamber in all aspects: activities, services, administration, finance, human resources, and IT
- Develop new propositions and source of revenue
- Reporting during quarterly board meetings

#### MEMBERSHIP

- Prospect new members to sustain CCIFG growth
- Liaise with members and pay particular attention to all specified members requests
- Membership retention is key in 2025, understanding Members needs is essential

#### COMMUNICATION AND EVENTS

- Develop and implement yearly communication plan and calendar of activities
- Supervise activities of the Events & communication coordinator in the management of all events

#### BUSINESS SUPPORT SERVICE

- Actively promote bilateral business & market opportunities: “doing business in Ghana” and “doing business in France”
- Regular write ups & updates of the various sectorial data sheets to be shared with Business France HQ as well as CCI France International HQ
- The MD will be a key driving force to boost the business relationships between Ghana and France which will require active collaboration with other institutions that are part of "Team France" (French Embassy, Expertise France, AFD, Proparco, Expertise France etc.
- Supervise the Business Support Service team to respond to business service inquiries in accordance to the Team France Export and CCIFG guidelines
- Develop new services to sustain growth
- Training programs: In-House & open-house trainings outsourced to experts. Monitor proposed subjects and booking levels.
- LeBooster Accra (business center): upsell co-working space

#### REPRESENTATION

- Actively participate in meetings and activities relevant to the Chamber’s interests in order to perform duties, support business and evaluate overall growth of the Chamber
- Liaise and attend meetings with other government entities related to the Chamber’s activity
- Interact with the Business community and promote the Chamber, its activities and services
- Willingly undertake any other assignment or duties as & when required

## ACCOUNTABILITY

- Report to the Board of Directors quarterly at least
- Prepare & review forecasts /budgets, ensure proposed projections are both accurate and achievable

## KPIS

- Respect of the budget
- Number of members (new + retention)
- Net income on events, business support services & events organization
- Quality of service rendered to members

## REQUIRED QUALIFICATIONS / EXPERIENCE

- French or Ghanaian Nationals
- Fluent in French and English (written and spoken) compulsory
- Master in Business administration or management
- At least 5 years of management work experience
- Strong negotiation skills
- Strong business development skills
- Strong experience in events planning
- Knowledge of Ghana, France and international business environment
- Logical reasoning and analytical ability
- Strong interpersonal skills and ability to manage a team of 5 person
- Demonstrating problem solving, conflict resolution, decision-making and relationship management skills.
- Demonstrating reliability, consistency, tenacity, and strong business ethics

## CONDITIONS

- Local contract following Ghana labor law
- Mondays – Fridays (8am – 5pm)
- Expected to work evenings when CCIFG is organizing events
- Expected to travel at least once a year for long missions (10 days)
- Salary: To be discussed

Please send your CV and cover letter in both **French & English** to the Chairman of the board Mr. Sekou Coulibaly (sekou@sekbibogolan.com) and Managing Director Mrs. Armelle Sae-Jeanne ([armelle.sae-](mailto:armelle.sae-jeanne@sekbibogolan.com)



[jeanne@ccifranceghana.com](mailto:jeanne@ccifranceghana.com)) with the reference **MD\_CCIFG\_employment2024** before August 26<sup>th</sup> 2024.  
Only short-listed candidates will be contacted.