



Noonu Atoll Company

Secretariat of the South Miladhunmadulu Atoll Council

Boduthakurufaanu Magu, N.Manadhoo 04100, Maldives

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TERMS OF REFERENCE

POSITION: CHIEF OPERATING OFFICER

1. Background:

The Chief Operating Officer (COO) at Noonu Atoll LAC LTD oversees daily operations, translating the company's strategic vision into actionable objectives and ensuring efficient departmental functioning. Reporting to the Managing Director (MD), the COO collaborates with senior executives to achieve company goals.

2. Objectives:

- Implement the company's long-term vision and strategic plan set by the Chairman and MD.
- Provide leadership and direction to ensure smooth and efficient operations.
- Oversee key initiatives and projects, ensuring alignment with strategic goals.
- Report company performance to the MD and the board.

3. Responsibilities:

- Support and guide department heads, facilitating collaboration and communication.
- Ensure departments align with the overall strategy and empower department heads in decision-making.
- Act as a bridge between the MD and departments, ensuring clear and consistent communication.
- Maintain strong internal stakeholder relationships, fostering a unified approach to company objectives.
- Identify and mitigate operational risks, ensuring smooth day-to-day functioning.
- Develop and manage the company budget with the CFO.
- Lead process improvement initiatives for enhanced efficiency and effectiveness.
- Contribute to the company's technology strategy in collaboration with the CTO.
- Perform any other functions assigned by the company.

4. Qualifications and Experience:

- Extensive experience in operational leadership and execution.
- Proven track record of managing company operations and leading projects to successful completion.
- Excellent problem-solving, leadership, and communication skills.
- Strong understanding and experience with Microsoft Office 365 Dynamics.
- Priority will be given to candidates with knowledge and experience of Microsoft Office 365 Dynamics.

5. Remuneration

Remuneration based on experience, qualification and as per company Policy.

