

Office of the Managing Director

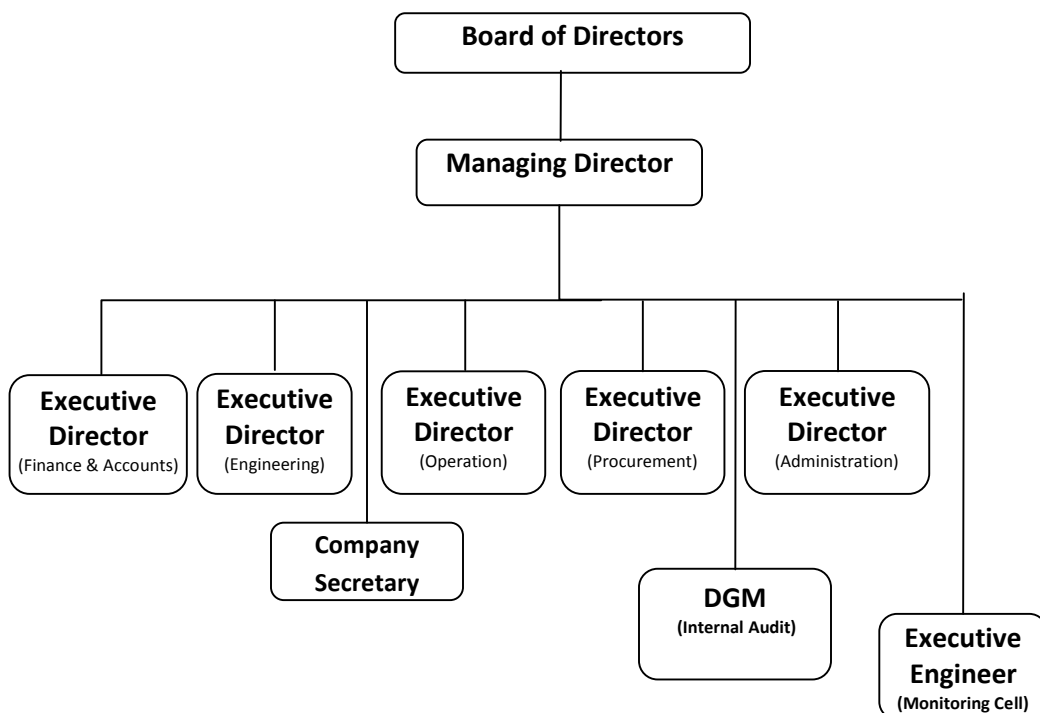
Job Description of the Managing Director

Position Title	Managing Director
Reports to	Board of Directors
Main Function	Managing all technical, administrative, commercial and financial functions of the company.
Reporting officials	Executive Director (Administration/Engineering/Operation/Procurement/ Finance & Accounts), Company Secretary, Deputy General Manager (Internal Audit), Executive Engineer (Monitoring Cell).
Contextual Information	DESCO Board
Name of the office	Office of the Managing Director

Job purpose:

Look after the interest of the company by ensuring that the company functions for sustainable development of the Power Distribution Sector of Dhaka on sound commercial principles and for the objectives it is created for. Ensure that the company meets its obligation to deliver reliable and affordable supplies to customers in its territory. Ensure that the company meets its obligations to all stakeholders, complying with relevant statutes, codes and licenses, and observing good standards of governance. Create strategic vision for the business that stems from organization's strength and builds on its competitive advantages.

Line of Reporting:



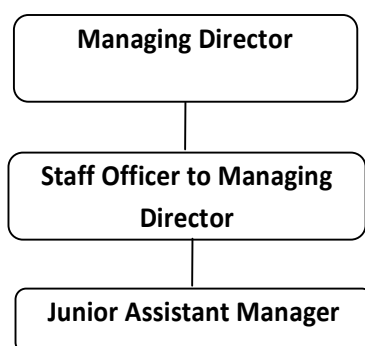
Key duties and responsibilities:

1. Act as the Chief Executive Officer of the Company and responsible to the Board of the Directors.
2. Control and conduct overall administration and management, controlling, coordinating, corporate planning and business development etc with particular focus to good governance and corporate service on various administrative and strategic aspects.
3. Ensure discipline and good organizational culture and compliance of Law, Rules and Regulations in overall functioning of the company.
4. Manage organizational resources to meet the needs and goals of the company
5. Manage and supervise all establishments, administrative and legal matters including commercial, technical/engineering, financial aspects of the company.
6. Assist to the Board of Directors for introducing any rules and regulations for the company anew.
7. Implement and execute the Board's policies and strategies and exercise power and authority as per the Service Rules of the company.
8. Negotiating project financing with different financial institution(s) and bank(s) at home including overseas donor agencies/development partners.
9. Liaise with the line Ministry and other government offices and Bodies, as and when necessary.
10. Allocate work and re-delegate some of the functions/powers to other Executive Directors from time to time as deemed necessary.
11. Doing any other functions commensurating to the post and as may be assigned by the Board of Directors from time to time.

Job Description of the Staff Officer to Managing Director

Position Title	Staff Officer to Managing Director
Reports to	Managing Director
Main Function	Assist to Managing Director for all administrative and operational works.
Reporting officials	Personal Officer to Managing Director and other officials working in Managing Director's office.
Contextual Information	Managing Director
Name of the office	Office of the Managing Director

Line of Reporting



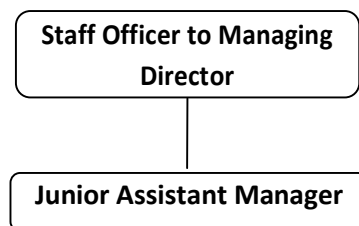
Key duties and responsibilities:

1. Supervise all administrative works in the MD office and supervise junior employees work.
2. Liaise with the key person of the line Ministry and other government offices and Bodies and representative of donor agencies or other institutions if necessary.
3. Prepare or coordinate with others to prepare file or necessary documents for inter-ministry meeting or any other internal meeting such as monthly coordination meeting, management meeting etc. where MD supposed to attend.
4. Prepare working paper for ministry monthly coordination meeting; prepare agenda for internal coordination meeting and minutes as such.
5. Attend visitors categorically and inform MD if required.
6. Brief about important files, situation and assist to take actions in this regard.
7. Monitor report from other office when required.
8. Maintain confidentiality in the MD office.
9. Exercise financial authority (if any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
10. Perform any other duties as directed by MD from time to time.

Job Description of the Junior Assistant Manager

Position Title	Junior Assistant Manager
Reports to	Staff Officer to Managing Director
Main Function	.
Reporting officials	other officials working in Managing Director's office
Contextual Information	Managing Director
Name of the office	Office of the Managing Director

Line of Reporting



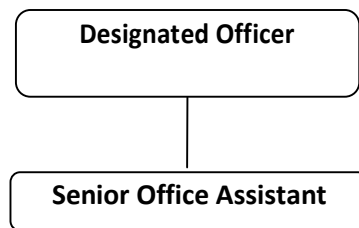
Key duties and responsibilities:

1. Maintain all schedule for meeting/program in written and inform as such
2. Receive telephone call and inform to MD
3. Collect news/information as per direction from MD
4. Send all files to dispatch after signed by MD
5. Monitor movement and receive register
6. Type all confidential report when directed.
7. Support all logistic requirement in the MD office
8. Maintain petty cash in the MD office
9. Obey any other duty emerge at time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Managing Director

Line of Reporting



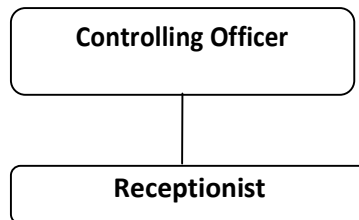
Key duties and responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description office Receptionist

Position Title	Receptionist
Reports to	Controlling Officer
Function	All functions directed by the senior officials of the respective office relating to the position.
Reporting official	Nil
Location	Office of the Managing Director

Line of Reporting



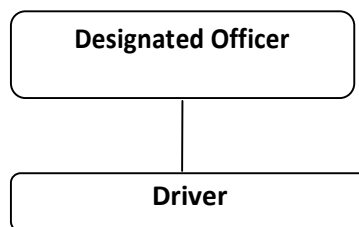
Key duties and responsibilities:

1. Answer telephones and directs the caller to the appropriate associate.
2. Greets with smiling and directs visitors to the company.
3. Takes and retrieves messages for various personnel.
4. Provides callers with general information (company address, directions of the company location, fax number, website etc.) of the company.
5. Any other duties as directed by the authority from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Managing Director

Line of Reporting



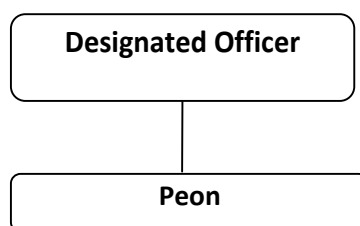
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Managing Director

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.