

SOCIAL SECURITY BOARD

Role Description

Chief Executive Officer



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CHIEF EXECUTIVE OFFICER

ORGANIZATIONAL CONTEXT

The Social Security Board (SSB) was established on June 1st, 1981 in accordance with the Social Security Act Chapter 44, Laws of Belize, as amended (Act) to provide a social safety net to eligible beneficiaries. The Act sets out the governing regulation for who is to be insured under the scheme, the source of contributions, the provision of benefits under the scheme, the arrangements for the administration and finance, for the establishment of the Social Security Board, and the establishment of the Social Security Fund and the National Health Insurance Scheme.

The Social Security Board (SSB) is a social insurance institution providing social protection to the employed population in the form of income replacement through defined short term, long term and employment injury benefits. The Social Security Board is governed by a Board of Directors that is tripartite in nature comprised of representatives from the Government of Belize, employers' organizations and employees organizations.

The scope of our services continues to evolve as we seek to address the growing needs and challenges. The SSB, through its strategic planning process, has recognised the challenge and developed an agenda striving to be an organization recognized for its customer-centred excellence in service and financially sustainable social security program that provides lifetime coverage to its beneficiaries. This transformational journey requires capable, committed leadership, a vibrant culture of excellence, and a focus on innovation, optimization of technology and strengthening and professionalization of its workforce.

THE ROLE OF THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) provide overall leadership and vision in developing, in concert with the Board of Directors (BOD), the SSB's strategic direction including the strategies, programs and business plans necessary to realize the Organizations' vision and mission. The CEO provides operational and financial leadership in the day-to-day management of the organization and the Social Security Fund (SSF) and ensures that all operations are being conducted in accordance with the Social Security Act and relevant legislation and Regulations.

The CEO reports to the Board of Directors and to the Minister of Social Security through established reporting requirements.

JOB RESPONSIBILITIES:

General

1. Provide overall leadership and vision in developing, in concert with the Board of Directors (BOD), the SSB's strategic direction including the strategies, programs and business plans necessary to realize the Organizations' vision and mission.
2. Spearhead the development and execution of strategies, programs, and business plans necessary to realize the Organizations objectives including but not limited to planning, control, and risk management systems, information systems that are defined and aligned with an information technology strategy and the business goals.
3. Ensure that strategic and business plans are effectively implemented, the results are monitored and reported to the BOD, and financial and operational objectives are attained.
4. Responsible for the day-to-day management of the Organization including but not limited to operations, assets, and human resources.
5. Direct and coordinate SSB's financial and budget activities to fund operations, maximize investments, and increase efficiency.
6. Ensure all Orders and Resolutions of the BOD are effectively carried out.
7. Provide the BOD with a concise and balanced account of the SSB performance, positions, and challenges monthly and on an annual basis submit to the BOD a complete report of the SSB's operations for the preceding year, and the state of its affairs.
8. Ensure that policies and procedures are effective in promoting good governance, accountability, and transparency.
9. Manage the SS Fund held in Trust and work with the Investment Committee to grow the Investment Portfolio.
10. Collaborate with the Actuary to ensure timely submission of reports. Analyze, interpret, and make recommendations to the BOD.

LEADERSHIP EXPECTATIONS

Demonstrate Integrity and Character

1. Consistently exhibit a high standard of integrity and ethical behaviour;
2. Resolve conflicts in an open and direct manner;
3. Communicate candidly and respectfully;

Achieve Outstanding Results

1. Set clear goals and priorities;
2. Deliver on commitments;
3. Make timely, high-quality decisions;
4. Add value with superior expertise;
5. Deliver a high level of customer service.

6. Maintain good financial management practices in accordance with Chapter 44 and other accounting standards.

Inspire and Develop People

1. Select the best people for the organization;
2. Actively develop people, teams and self;
3. Inspire a high level of commitment and performance;
4. Create a culture of respect where diversity and inclusiveness are valued;
5. Collaborate effectively across SSB.

Lead Innovation and Positive Change

1. Develop an inspiring vision and the strategies to achieve it;
2. Communicate effectively and motivationally;
3. Search for and apply new ideas from inside SSB and other organizations;
4. Encourage people to look for innovative ways to accomplish goals;

CODE OF CONDUCT

1. Exercise due care and diligence in fulfilling the functions of the office and shall exhibit a standard of care that is expected from a person with his/her knowledge and experience.
2. At all times act honestly, in good faith and in the best interests of the SSB.
3. Not allow personal interests or the interest of any associated person to conflict with the interests of SSB and shall be required to declare his/her interest where such a situation arises.
4. Have an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken even though the CEO is a none voting member of the Board.
5. Use the powers of the office for a proper purpose, in the best interests of the SSB and shall not make improper use of information acquired as CEO.
6. Not engage in conduct likely to bring discredit upon the SSB and shall not take improper advantage of his/her position..
7. Have the obligation, at all times, to comply with the spirit as well as the letter of the law and with the principles of good corporate governance.

PROFESSIONAL TRACK RECORD

Professional Track Record

- Demonstrated results-based accomplishments via development and implementation of organizational change management processes.
- Proven ethical leadership and professional management capacities that have been underpinned by strategic planning, team-oriented and client-focused skill sets.
- Strong organizational skills and proven ability to handle complex inter-and intra-organizational issues and demands.
- Proven experience in corporate and/or development finance and successful management of Investment Portfolios.

- Proficient in human resource management and systems for organizational performance to attain established targets.
- Experience in the process of formulation and implementation of organizational policies.

COMPETENCIES

Specific Competencies

- Industry Expertise - Knowledge of social insurance systems and international best practices in the management of social insurance schemes and investment portfolios.
- Leadership - Effectively leads a dynamic social security system and its sustainability in constantly changing environments and has the ability to make informed and timely decisions.
- Managerial skills - the capacity to effectively manage the human resource and day to day operations of the Organization, resolve conflicts, improve processes, increase efficiencies, promote teamwork.

Technical & Interpersonal Skills:

- Ability to interpret Financial Statements, Enterprise Risk Management, Actuarial Reports
- Information and communication technology knowledge skills, proficient in Microsoft applications
- Knowledge of Investment opportunities and associated investment risk
- Excellent inter-personal communication, oral and written communication skills;
- Excellent analytical skills;
- Strong personal and professional networking and negotiation skills;
- Bilingual in English and Spanish(asset);