



Job Description

Managing Director Design & Distribution Company

JOB SUMMARY:

To direct and implement the philosophy and objectives as determined by the Arab Vision Board through managing the company.

JOB RESPONSIBILITIES:

1. To have the overall responsibility for the management of personnel, the office and finances of the company.
2. To be responsible for the three departments: graphic/print design, web design and distribution.
3. To enlarge commercial business activities in print and web design departments to create sustainable income.
4. To develop strategic plans to implement the distribution objectives of AV.
5. To build and maintain good relations with Christian broadcasters and distributors inside and outside the Middle East.
6. To prepare reports for AV on all aspects of the work activities, specifically the general and financial monthly reports, and an Annual Report.
7. To train, recruit and manage subordinate staff.
8. To ensure that the company works within the limits of the national law.
9. To generally liaise with the International Operations Director (IOD) of AV on a regular basis.

QUALIFICATIONS:

1. To have a vision for and wholehearted commitment to Arab Vision's philosophy and objectives.
2. To be a self-motivated person, with proven management skills, demonstrating strong interpersonal skills, flexibility, vision, and the ability to perform well under pressure.
3. To be a competent English speaker.
4. To be willing to travel in any country in the Middle East or elsewhere.
5. To be motivated to keep abreast of professional/industrial developments.
6. Not required, but it is preferred to have experience living in the Arab World for a minimum of two years, having some basic knowledge of colloquial Arabic and Arab society and culture.

ORGANISATIONAL ACCOUNTABILITY AND TENURE:

1. To be accountable to the International Operations Director of AV.
2. Appointment to this position to be made by the IOD of AV.
3. Appointment to be for a period as indicated in the Letter of Understanding with a right of renewal subject to the agreement of all parties.
4. Performance to be evaluated on an annual basis with the IOD and the International Personnel Director of Arab Vision.