

# **FOREST PRODUCTS DEVELOPMENT & MARKETING COUNCIL OF GUYANA**

## **Terms of Reference**

### **Executive Director**

#### **1. Background**

The Forest Products Development and Marketing Council (FPDMC) of Guyana is a new not-for-profit entity incorporated under the Companies Act of 1991. It replaces the Forest Products Marketing Council, which is now dissolved.

The main goal of the FPDMC is to promote and enhance the sustainable growth and competitiveness of the forest products industry through targeted industry development initiatives. These include, but not limited to, the provision of support in product development and innovation, technological modernisation, market research and promotion, information sharing and networking, and relevant training.

The FPDMC is seeking to recruit a leader, initiator, innovator, strategic thinker and effective manager to fill the position of Executive Director of the Council. S/he will be expected to take the industry to new heights building on the past gains and lessons learned, while at the same time, capitalizing on new opportunities and information available locally, regionally and internationally.

#### **2. Objective**

The objective of the appointment is to facilitate and ensure the on-going development, growth and modernisation of the forestry products industry in Guyana.

#### **3. Position Responsibilities**

The Executive Director will be responsible for carrying out the following functions:

- a) Provide strategic and operational guidance to and leading a team of professionals who will lend support to the forest products industry in areas such as, but not limited to, product development and promotion, technological innovation, market intelligence, market access and information sharing
- b) Spearhead the development of the Council's 5-year Strategic Plan and its Annual Work Plans with corresponding budgets and timelines for implementation
- c) Oversee the implementation of the Strategic and Annual Plans of the Council
- d) Manage in an efficient and transparent manner the FPDMC's financial and human resources in keeping with the mission and objectives of the Council
- e) Prepare statutory and other reports as may be required by the Board of Directors
- f) Organise trainings, seminars, workshops and conferences in accordance with the Annual Work Plan
- g) Oversee the preparation and implementation of a simple communications strategy and communications plan of the Council
- h) Develop proposals for resource mobilisation from non-government sources
- i) Represent the FPDMC at various forums
- j) Effectively build and manage relationships with partner organisations/entities

- k) Manage the day-to-day operations and provide supervision to the staff of the Council
- l) Other duties as may be assigned by the Board of Directors

#### **4. Characteristics of the Position**

**Type of Employment:** Individual (National)  
**Duration of Employment:** 2 years (with possibility of renewal)  
**Place of Work:** Georgetown, with moderate travels to various regions of Guyana

#### **Qualifications:**

- i) Background in forestry/forest products, particularly as it relates to product/industry development and marketing
- ii) Formal qualifications in business, management or related field
- iii) At least 5 years experience as a professional of the highest calibre
- iv) Must possess leadership qualities and at the same time be a team player
- v) Strong analytical, problem-solving and communication skills
- vi) Experience in working in a multi-stakeholder environment an asset

#### **5. Reporting**

The Executive Director works in close collaboration with and reports to the Board of Directors of the FPDMC.