

# ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

## ANNEXURE A:

## JOB PROFILE

<b>1. POSITION</b>	
<b>Name &amp; surname:</b>	
<b>Position title:</b>	Chief Operating Officer
<b>Department:</b>	Management
<b>Reporting to:</b>	Managing Director
<b>2. REQUIREMENTS</b>	
<b>Education (essential):</b>	Degree/ diploma in engineering ( Industrial, Electronic, Electrical)
<b>Education (suggested):</b>	Honors / Masters in specified field or MBA
<b>Minimum applicable work experience (years):</b>	10 year's
<b>Required nature of applicable experience:</b>	Experience in operational / manufacturing positions
<b>Computer literacy (essential):</b>	MS Excel (Expert) MS Word (Expert) MS PowerPoint(Expert)
<b>Computer literacy (suggested):</b>	Navision
<b>Language proficiency:</b>	English
<b>Other Characteristics: Based on the Values and Competency Frameworks</b>	<ul style="list-style-type: none"> <li>➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently and accurately</li> <li>➤ Excellent oral and written communication skills.</li> <li>➤ People centric.</li> <li>➤ Flexibility.</li> <li>➤ Excellent organizational skills.</li> <li>➤ Attention to detail with a high level of accuracy</li> <li>➤ Self-driven.</li> <li>➤ Good interpersonal skills.</li> <li>➤ Assertive nature.</li> <li>➤ Logical thinker.</li> <li>➤ High levels of initiative.</li> <li>➤ Work independently, with a high degree of responsibility.</li> <li>➤ Work well under pressure and adhere to deadlines.</li> <li>➤ Aptitude in sound decision-making and problem-solving in pressure situations</li> <li>➤ Good planning,</li> <li>➤ Organizational, analytical and decision-making skills.</li> <li>➤ Confidentiality</li> <li>➤ Business Acumen</li> <li>➤ Profit and Loss responsibility</li> <li>➤ Use Initiative.</li> <li>➤ Professional approach.</li> <li>➤ Excellent Administrator</li> </ul>

### 3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS

<p><b>Operations</b></p>	<p><b>50%</b></p>	<ul style="list-style-type: none"> <li>➤ Responsible for complete operational value chain (except for order intake (sales), and engineering (in particular road map).</li> <li>➤ Manage and maintain sound and practical order fulfillment processes encompassing our sales, logistics, engineering, quality and production departments.</li> <li>➤ Convert open orders into invoices on a month to month basis.</li> <li>➤ Ensure that orders are fulfilled under the following premises: Deliver quality on time</li> <li>➤ Monthly output prioritization</li> <li>➤ Manage and maintain suitable processes to convert hit list into invoices</li> <li>➤ Ensure all orders are be processed and manufactured as quickly and efficiently as possible by managing the following departments:             <ul style="list-style-type: none"> <li>• Logistics / Procurement</li> <li>• Production</li> <li>• Industrialization</li> <li>• ERP system</li> <li>• Interface to Sales</li> <li>• Arms Control process adherence</li> </ul> </li> <li>➤ Analyze internal operations and identify areas of process enhancement</li> <li>➤ Oversee daily operations of the company and liaise with other executives (IT, Marketing, Sales, and Finance etc.) to ensure quality of work is maintained and delivered.</li> <li>➤ Responsible for the measurement and effectiveness of all internal processes.</li> <li>➤ Provides timely, accurate and complete reports on the operating condition of the company.</li> <li>➤ Write and submit reports to the MD in all matters of importance</li> <li>➤ Ensure government laws related to Arms Control is followed and ensuring a proper process for Arms Control is in place, kept in place and followed.</li> </ul>
<p><b>Risk Management</b></p>	<p><b>10%</b></p>	<ul style="list-style-type: none"> <li>➤ Identify, maintain and manage an appropriate risk management approach and model (Company Wide Risk not per dept)</li> <li>➤ Participate in discussions on management level (C-Meeting, Exco, Price List) to specifically identify risks associated in all aspects of the business, such as, but not limited to sales, pricing, operations, projects, quality, arms control, competition, market, facilities and staff.</li> </ul>
<p><b>Strategic</b></p>	<p><b>20%</b></p>	<ul style="list-style-type: none"> <li>➤ Design and implement business strategies, plans and procedures</li> <li>➤ Set comprehensive goals for performance and growth</li> <li>➤ Participate in expansion activities (investments, mergers, acquisitions, corporate alliances etc.)</li> <li>➤ Responsible for driving the company internally to achieve and surpass sales, profitability, cash flow and business goals and objectives.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the MD and other executives</li> </ul>
<b>Staff Management</b>	<b>20%</b>	<ul style="list-style-type: none"> <li>➤ Establish, improve and ensure active management of team's KPA's with frequent feedback.</li> <li>➤ Lead employees to encourage maximum performance and dedication</li> <li>➤ Evaluate performance by analyzing and interpreting data and metrics</li> <li>➤ Motivate and lead a high-performance management team; attract, recruit and retain the right staff;</li> <li>➤ Foster a success-oriented, accountable environment within the company.</li> <li>➤ Ensure there is appropriate and continuous team training.</li> <li>➤ Improve and maintain department specific induction.</li> <li>➤ Active monitoring and reporting of performance with weekly and monthly management level feedback.</li> <li>➤ Establish and maintain incentive structures with frequent feedback.</li> <li>➤ Actively manage team well-being.</li> <li>➤ Manage relevant HR related processes.</li> <li>➤ Manage related office's administration employees and processes.</li> <li>➤ Motivate all staff to work efficiently and accurately and to ensure that they are content and enjoy working for the Company.</li> <li>➤ Ensure that all staff are disciplined in the working environment and adhere to all company policies and procedures. To initiate an appropriate disciplinary procedure when staff do not adhere to the required rules.</li> <li>➤ Handle all grievances that the staff may have and elevate the matter when required.</li> <li>➤ Provide day-to-day leadership and management that mirror the adopted mission and core values of the company</li> <li>➤ Establish policies that promote company culture and vision</li> </ul>
<b>KPI Contract</b>		<ul style="list-style-type: none"> <li>➤ TBC</li> </ul>
<b>Ad Hoc</b>	<b>%</b>	<ul style="list-style-type: none"> <li>➤ Any other duties as required by the CEO and Board of Directors.</li> </ul>

**Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company's business and the employee will be required to adapt and comply with reasonable changes thereof.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Managers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date