

MWAVE

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

ANNEXURE A:

JOB PROFILE

1. POSITION	
Name & surname:	
Position title:	Managing Director
Department:	Executive
Reporting to:	Group CEO
2. REQUIREMENTS	
Education (essential):	BS in Engineering (Electrical, Mechanical or Manufacturing) or BS in Business Administration
Education (suggested):	Advanced Engineering Degree (Masters or PhD in Electrical, Mechanical or Manufacturing ") or MBA or CPA
Minimum applicable work experience (years):	7+ years
Applicable experience (essential) :	Financial and Commercial acumen or Profit & Loss responsibility (Operational Finance) or Exposure to a product environment (Value chain of Product)
Applicable experience (suggested) :	Design and project experience in electromagnetics or microwave/RF engineering or Sales and account management or ISO9001
Computer literacy (essential):	MS Excel (Expert) MS Word (Expert) MS PowerPoint (Expert)
Computer literacy (suggested):	Microsoft Dynamics NAV (ERP) , Sales Force, and RF simulation tools (i.e. MATLAB, FEKO, CST)
Language proficiency:	English (any other language would be an advantage)
Other Characteristics: Based on the Values and Competency Frameworks	<ul style="list-style-type: none"> ➤ People and Customer centric. ➤ Conflict mitigation/resolution skills. ➤ Flexibility. ➤ Commercially Minded ➤ Attention to detail. ➤ Self-driven. ➤ Excellent oral and written communication, interpersonal and presentation skills ➤ Assertive nature. ➤ Logical thinker. ➤ High levels of initiative. ➤ Outcome Driven ➤ Skilled negotiator with the ability to close deals ➤ Strong understanding of corporate finance, corporate law and management best practices ➤ Ability to multitask while maintaining vigilant attention to details ➤ Integrity/ethics beyond reproach ➤ Problem solving skills ➤ Good planning, organizational, analytical and decision-making skills. ➤ Confidentiality ➤ Entrepreneurial Mindset

	<ul style="list-style-type: none"> ➤ Professional approach. ➤ Excellent Administrator
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3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS

Financial Management	20%	<ul style="list-style-type: none"> ➤ Profit & loss responsibility <ul style="list-style-type: none"> - Maintain budget for managed entity as well as for the individual projects the company takes on - Ensure bottom-line profitability - Growth of PAT and revenue of at least 20% CAGR ➤ Complete understanding of the Income statement ➤ Expense management in-line with budget ➤ Management of product margins
Sales & Marketing	20%	<ul style="list-style-type: none"> ➤ Define / Maintain/ Drive sales and marketing strategy along with Head of Sales and CTO. ➤ Keep track of market trends and competitor activities. ➤ Work with Head of Sales to identify new sales and marketing opportunities ➤ Work with Head of Sales and CTO to bring in orders from most significant opportunities. ➤ Review Reports on sales/potential sales. ➤ Actively build on customer knowledge and develop appropriate strategies. ➤ Meet with clients domestically and internationally ➤ Combine entrepreneurial drive with business-management skills to drive growth in revenue, market share and profit performance.
Strategic Development	20%	<ul style="list-style-type: none"> ➤ Responsible for deciding (with input from the Board of Directors), mapping and driving the company's strategic direction, development and future growth. ➤ Monitor and direct the implementation of strategic business plans ➤ Collaborate with CTO to establish the company's technical vision and the company's technological development. ➤ Ultimately will set annual goals and pro-actively analyze metrics to drive process improvements within the Company. ➤ Participate in expansion activities (investments, mergers, acquisitions, corporate alliances etc.) ➤ Effectively partner with the other members of the executive team to balance and achieve company goals.
Team Management	10%	<ul style="list-style-type: none"> ➤ Provide leadership to Executive team in a fashion that supports the company's culture, mission and values. ➤ Foster a culture that inspires high levels of performance and employee retention. ➤ Establish, improve and ensure active management of team's KPA's with frequent feedback. ➤ Active monitoring and reporting of performance with weekly and monthly management level feedback. ➤ Establish and maintain incentive structures with frequent feedback. ➤ Actively manage team well-being. ➤ Manage relevant HR related processes.

		<ul style="list-style-type: none"> ➤ Manage related office's administration employees and processes. ➤ Train and develop staff to ensure better quality work and higher output ➤ To motivate all staff to work efficiently and accurately and to ensure that they are content and enjoy working for the Company. ➤ To 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. ➤ To handle all grievances that the staff may have and elevate the matter when required. 	
Reporting and Compliance	10%	<ul style="list-style-type: none"> ➤ Provides timely, accurate and complete reports on the operating condition of the company. ➤ Write and submit reports to the Board members in all matters of importance ➤ Maintain strong communications about company to the board of directors 	
Stakeholder Management	10%	<ul style="list-style-type: none"> ➤ Represent the Company with clients, investors, and business partners, when necessary or required by the Board members. ➤ Manage relationships with partners/vendors. 	
Risk Management	10%	<ul style="list-style-type: none"> ➤ 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. ➤ Pro-actively engage in analysis of any operational aspects to guard against bad judgement calls and to identify areas of concern or possible inefficiency. 	
KPI Contract		To be determined	
		KPI 1	%
		KPI 2	%
		KPI 3	%
		KPI 4	%
		KPI 5	%
		KPI 6	%
		KPI 7	%
Ad Hoc	%	<ul style="list-style-type: none"> ➤ Perform any other duties as required by Board 	

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