



# Managing Director

Country : Eswatini / Beginning of the contract: November/December 2023

Semlex is a renowned Belgian company dedicated to the promotion of secure identity for all citizens. With over 20 years of experience, our company specializes in providing consulting and support to governments in the fields of biometric identification and digital security.

## Duties & Responsibilities :

- Develop and implement a strategy to grow the business
- Oversee day-to-day operations
- Report key results to the Head office
- Communicate strategy and results to employees
- Maintain the corporate culture of Semlex Europe and unite teams around a common project
- Maintain a thorough knowledge of ongoing projects
- Ensure administrative procedures:
  - Establishing the link with the various local administrations
  - Establish administrative procedures
- Gather and follow up on customer requests and complaints:
  - Ensure the documentary follow-up (mail, notes, notices) in relation to the client
- In conjunction with the IT manager, monitor the status of the project and check compliance with contractual commitments
- Ensure the follow-up of customer complaints according to the company's operating procedures
- Maintain business relations with customers and authorities
- Follow up on non-conformities and change requests
- Responsible for overall financial management, including budgeting and monitoring of project expenditures; financial reporting and auditing; forecasting expenditures; and maintaining and supervising project accounts, books of accounts, banking and financial operations...

## Knowledge & Skills required:

- Ability to manage a company and good knowledge of management, finance, accounting...
- Ability to interpret performance measurement indicators
- Commercial skills to negotiate with clients
- Good communication skills
- Proficiency in one or more areas of IT workplace
- Managerial skills to manage the company's human resources
- Ability to surround yourself with the right resources
- Good negotiator
- **Native English speaking**
- French speaking
- Microsoft office (Excel, Word, PWP)

**Required experience:**

- **5 years of experience in the same function**
- **Professional Experience in Africa**

**Personal skills & qualities:**

- Resistance to stress
- High availability
- Organizational skills
- Commercial sense
- Good interpersonal skills, communication skills, analytical skills
- Integrity and honesty

**How to apply?**

Please send a cover letter and your CV to the following email address: [\*\*jobs@semlex.com\*\*](mailto:jobs@semlex.com) with the subject line: Managing Director.