

## TOR OF THE GENERAL MANAGER

Post/Title	: General Manager (GM)
Duration	: Permanent Post
Duty Station	: SCECO HQ, Salleri, Solukhumbu, Nepal.
Accountability	: GM is accountable to the SCECO Board of Directors.

### Duties and Responsibilities:

#### 1. GENERAL

- Act as Secretary and Advisor of the Board of Directors of the Company. Prepare the meetings of the Board of Directors and the General Assemblies.
- Act as the General Manager of the Company as per "SCECO Policy Handbook"
- Act as the President of the "SCECO Executive Body - (GM, DGM, TO, AO)".
- Take overall responsibilities for management, operation and maintenance of the infrastructure of the company with the aim of achieving a continuous and a reliable power generation and a safe (no hazardous for customers and staff members) transmission and distribution of power.

#### 2. POLICY DEVELOPMENT

- Suggest the Board from time to time if any revision is required in the "SCECO Policy Handbook".
- Develop and cultivate the "internal" and "external" rules and regulation of the Company to be included in the "SCECO Policy Handbook". Emphasis should be given to the "SCECO Connection Policy".

#### 3. PUBLIC RELATION

- Maintain excellent public relation with the customers, ad-hoc committees and shareholders;
- Keep close contact with the people concerned and get their feedback from time to time.
- Establish relation with similar organizations to share information with.

#### 4. PERSONNEL

- Guide and supervise SCECO staff members;
- Advise the Board on personnel matters including staff development policy.

5. ACCOUNTS/FINANCE

- Ensure the financial soundness of the Company and monitor all aspects of the development to the superiors (the Board of Directors and the General Assemblies) by regular and appropriate reporting procedures.
- Prepare the annual budgets, the accounts, comparative charts of the Company and monitor deviations from "regular" financial development in due time.

6. OTHERS

- Convene regularly monthly meetings of the "executive body" of SCECO
- Publish SCECO Bulletin and notice regularly and/or as per need arises.

Relief Staff

Delegate the responsibilities to the subordinate.

Changes/Modification

With the mutual consent this job description can be amended at any time. Major amendments have to be done in writing.

Hierarchical position and subordination as per "Service Rules SCECO" and its organization chart.

Acknowledgment:

General Manager SCECO: \_\_\_\_\_

Date: \_\_\_\_\_