

Head Corporate Affairs – FDI

Scheme of Duties

Roles and Responsibilities:

To provide timely and adequate support to the Fashion and Design Institute for the effective delivery of its services and to ensure the attainment of its objectives.

Duties:

1. To work closely with the Director as a key member of the Institute's senior management team and to contribute fully to the future direction, operation and development of the Institute.
2. To think strategically, innovate, develop and implement corporate policies for the achievement of the goals and objectives of the Institute.
3. To be responsible for the smooth running of all the sections under the purview of the Corporate Services and to plan , organize and manage the day-to-day activities of the Corporate Services Business Unit.
4. To provide assistance to the Director or other Senior Executives, as and when required.
5. To plan, organize and monitor work programmes of the Business Unit/Sections/work groups ensuring quality of work and effective delivery within set time frame.
6. To participate and contribute in developing the strategic and operational plans of the Institute in Information Technology, Finance, Administration and related areas.
7. To lead, guide, manage and coach the staff on administrative issues pertaining to the Corporation Services generally.
8. To use Information and Communication Technology in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head, Corporate Services in the roles ascribed to him.