

# **PAKISTAN GEMS AND JEWELLERY DEVELOPMENT COMPANY**

## **Terms of Reference (ToRs):**

1. Implement the vision, mission and goals of the company as outlined by the Board of Directors.
2. Report company performance to the board of directors.
3. Provide inspired leadership, create a culture of performance, positive morale and accountability in the company.
4. Lead development and execution of short and long-term operational policies and strategic plans for the company.
5. Assess risks to the company and ensure they are monitored and minimized.
6. Bear responsibilities for the company's finances, including working closely with the CFO to prepare budgets, and keep the Board of Directors informed with respect to cash management, investments, and internal audits.
7. Work closely with Human Resources (HR) regarding hiring practices, payroll and benefit disbursement.
8. Oversee quality control throughout the company, establishing goals for each department in partnership with division managers.
9. Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
10. Represent the company as required, including attendance at important functions, industry events and public meetings and create alliance for the company, if required.
11. Evaluate the work of other executives within the company.
12. Ensuring that the company maintains high social impact and adheres to its corporate social responsibility.