

Terms of Reference (ToR) for Head of Corporate Affairs

Position Title: Head of Corporate Affairs

Deadline: February 17, 2025

Department: Corporate Affairs

Reports To: Managing Director (MD)

Purpose of the Role:

To oversee and manage the bank's corporate affairs strategy, ensuring alignment with the overall business objectives while enhancing the bank's reputation and stakeholder engagement.

Key Responsibilities:

1. Strategic Planning:

- Develop and execute a comprehensive corporate affairs strategy that supports the bank's mission and objectives.
- Identify opportunities for strategic partnerships and collaborations.

2. Stakeholder Engagement:

- Build and maintain relationships with key stakeholders including regulators, government agencies, and community organizations.
- Act as the primary liaison between the bank and external stakeholders.

3. Communication Strategy:

- Oversee the development of internal and external communication strategies.
- Manage public relations, media relations, and corporate communications initiatives.

4. Reputation Management:

- Develop strategies to enhance and protect the bank's reputation.
- Monitor public perception and address issues that may impact the bank's image.

5. Corporate Social Responsibility (CSR):

- Lead CSR initiatives that reflect the bank's values and commitment to community development.
- Measure and report on the impact of CSR programs.

6. Crisis Management:

- Develop and implement crisis communication plans.
- Serve as a key spokesperson during crises and ensure timely and accurate communication.

7. Regulatory Compliance:

- Ensure compliance with relevant laws, regulations, and industry standards related to corporate affairs.

8. Team Leadership:

- Manage and mentor the Corporate Affairs team, fostering a culture of professionalism and innovation.
- Set clear performance objectives and conduct regular evaluations.

Qualifications:

- Education: Bachelor's degree in Communications, Public Relations, Business Administration, or a related field; Master's degree preferred.
- Experience: Minimum of 7 years of experience in corporate affairs, public relations, or communications, preferably within the banking or financial services sector.

- Skills:

- Strong leadership and interpersonal skills.
- Excellent written and verbal communication abilities.
- Strategic thinking and problem-solving skills.
- Ability to work under pressure and manage multiple priorities.

Performance Indicators:

- Successful execution of corporate affairs strategy.
- Positive stakeholder feedback and engagement levels.
- Enhanced corporate reputation as measured through media analysis and public surveys.
- Effective management of crisis situations with minimal reputational impact.

Kindly forward your applications to applications@gtbank.com