

Terms of Reference (TOR)
Regional Director

1. Job Summary

The Regional Director of FCBL is primarily responsible for overseeing the operations of the regional office. The Regional Director reports to the CEO and is responsible for ensuring the efficient and effective procurement, storage, and distribution of food items in the region. The Regional Director is also responsible for managing a team of staff and ensuring that they are performing their duties in accordance with FCBL, policies and procedures.

2. Specific Responsibilities

The Regional Director is responsible for:

- i. Supervision and monitoring the overall activities of the region.
- ii. Liaising with the CEO and Directors for managing the overall operation of Regional Office and activities.
- iii. Ensuring the Food Security Reserve under the Region as per the mandated quantity.
- iv. Implementing competitive marketing strategies within and in collaboration with other regions and Corporate Headquarters to maximize revenue.
- v. Facilitate export of agricultural products.
- vi. Ensure timely supply of ration for schools.
- vii. Creating and maintaining business relationships with the stakeholders.
- viii. Developing strategies for Regional Business operation and implementation to achieve the goals and objectives of FCBL.
- ix. Planning and expenses control as per the approved budget.
- x. Exercising all the activities as per the Delegation of Power.
- xi. Managing the plans, policies, procedures and systems for effective and efficient management of regional operations.
- xii. Ensuring conducive working environment for the regional employees.
- xiii. Ensuring correct and optimum human resource mobilization.
- xiv. Supervising all the outlets perform as per the target with zero cash misuse and stock shortage under respective regions.

3. Education & Experience Criteria

The candidate must have Minimum Bachelor's degree in any field and have at least eight (8) years of relevant work experience as on 1st August 2026. In addition, candidates must be currently serving the position level 6 (M3).

4. Personality Specification & Attributes

- i. Planning and organizing.
- ii. Critical thinking & problem solving.
- iii. Strong Leadership skills, communication skills.
- iv. Excellent networking skills.
- v. Managing change.
- vi. Conflict management.
- vii. Teamwork.
- viii. Patience and being able to work under pressure.
- ix. Ability to meet deadlines.
- x. Commercial orientation.

5. Document requirements

- i) Duly filled FCBL Job application form.
- ii) Curriculum Vitae/Resume.
- iii) Copies of Academic certificates and transcripts.
- iv) Copy of work experience certificate
- v) Copy of valid CID card.
- vi) Security Clearance.
- vii) No Objection letter if employed.
- viii) Original medical fitness certificate
- ix) Audit clearance certificate

6. Salary & other benefits

Following pay and allowances shall be provided:

- i. Level/ Grade: M2/5
- ii. Basic Pay of Nu.40,000.00/- per month (Negotiable based on work experience)
- iii. Pay Scale of Nu. 30155-755-45255
- iv. Fixed Allowance: Nu. 15500.00
- v. Contract Allowance: 50% of Basic Pay
 - a. LTC: Nu. 1250.00
 - b. PBVI based on the annual performance compact (i.e. as and when decided by the management).
 - c. Other allowance shall be provided as per the Internal Service Rules (ISR).

7. Reporting and Location

The Regional Director will report to the CEO and will be based at the regional office of FCBL in the assigned region.