

Job Description

Title: *General Manager, Pakistan Tax Stamp* Cost Ctr: XXX
Work Location: *Islamic Republic of Pakistan* Position Status: Full-time Part-time
Division & Department:
Position Reports to: SVP, Europe, Middle East, and Africa (EMEA)

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Pakistan Tax Stamp General Manager will be responsible for Authentix tax stamp operations in Pakistan. The GM is a senior manager who will build and lead the country team, manage all aspects of business in the country, coordinate the efforts of our program partners and represent Authentix to key external stakeholders. They will also build key governmental relationships and partnerships, promote innovation and entrepreneurship, and deliver on objectives and milestones within agreed budgets and timelines.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time-to-time.

- Manage all aspects of the business at country level and ensure goals in coordination with headquarter directives are achieved
- Build, motivate, develop and lead the in-country team
- Establish quality assurance principles and procedures in the selection and oversight of consultants, partners, and other persons/entities involved in developing or implementing structure
- Represent the company with key external stakeholders, including partners, sector-wide networks, government officials and NGOs
- Adapt global operations strategy to national context; create national-level strategies and plans; manage key risks
- Monitor national landscape relating to Authentix, developments, and policies affecting the project

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- Coordinate project design and implementation, obtaining necessary inputs/guidance from other country managers and directors ensuring program goals are achieved
- Prepare and present monthly budgets
- Develop and maintain management systems, including communication, reporting, authorities and decision-making protocols
- Prepare and submit high quality monthly reports and other updates as required
- Ensure effective internal communications

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- BS in Science, Engineering or Business
- > 10 years' experience managing government solutions in complex environments involving system integration to third-party systems and operations and close collaboration with program partners and stakeholders
- Experience working for multi-national or American companies including familiarity with laws and regulations under the Foreign Corrupt Practices Act in the USA and Anti-Bribery provisions in the UK
- Minimum of 10 years relevant senior management and/or program management experience
- Experience negotiating with government officials and national level organizations and leaders, as well as networking with industry leaders
- Familiarity with track and trace systems is strongly preferred
- Proficient with MS Office
- Analytical, numerical data evaluation experience
- Excellent written and verbal communication skills
- Proven personnel management experience; empower and engage all levels of personnel;
- Demonstrated decision-making skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

SPECIAL REQUIREMENTS [Travel %, language, etc.]

- Due to the work requirements of this position, it is not a normal Monday to Friday, 9 to 5 job;
 - There may be some occasions when work will be required in the evenings and or at weekends.
 - There may be a requirement to travel some weekends or evenings.

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- There is an estimate of up to 30% in country travelling required for this role and candidates should have no barriers or impediments to travel by air, road, rail or sea.
- Fluency in Urdu

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-