

Vacancy announcement

New Vacancy - Manager Investor Services

Title	Manager Investor Services
Reports to	Head of Berbera Economic Zone
Business Unit	DP World Berbera Economic Zone
Location	Berbera City, Somaliland
Closing date	8th of October, 2021
JOB PURPOSE	Ensure that the Berbera Economic Zone (BEZ) offers the most competitive and conducive business environment while at the same time ensuring that the BEZ operates in total compliance with the prevailing legal and regulatory framework
Qualifications & Competencies	<p>Qualifications</p> <ul style="list-style-type: none"> Recognised degree in Law, Business Administration, Finance, Economics, or any other relevant field from an accredited university. Master's degree in business administration, Finance, Economics, Project Management or any other relevant field will be a distinct advantage. <p>Experience</p> <ul style="list-style-type: none"> Minimum 5 to 7 years' working experience Experience in either legal practice, investment promotion, economic and trade development is required <p>Skills</p> <ul style="list-style-type: none"> Understand the drivers of economic development in the horn of Africa Understand the legal aspects of investment and trade promotion Excellent communication and interpersonal skills Rigorous administration skills Advanced knowledge in English, verbally and written is a must
Key responsibilities	<p>One Stop Shop – Setting up</p> <ul style="list-style-type: none"> Set up the One Stop Shop (OSS) in line with the regulatory framework in place and the Administration Services Management Agreement (ASMA) that DP World has in place with the Somaliland Special Economic Zones Authority Ensure that all the processes and document templates are in place for the issue of the one stop shop, such for company registration and licensing Ensure that the Zone Management System is fully customized to meet the requirements of the processes in place for the one stop shop Support the Head, Berbera Economic Zone, in establishing the SLAs with the Somaliland Special Economic Zones Authority and in the regular meetings with and reporting to Berbera Economic Zone <p>One Stop Shop – Services</p> <ul style="list-style-type: none"> Establish the list of the OSS services in line with the regulatory framework and the Administration Services Management Agreement Establish the pricing strategy for the OSS services Establish a process for the delivery of the OSS services to investors Prepare monthly reports for the Berbera Economic Zone Support the Head, Berbera Economic Zone, in setting up regular meetings with the different stakeholders in Somaliland (Port, Customs, Immigration Services, banks etc)

	<p>Regulatory Framework</p> <ul style="list-style-type: none">• Ensure that the necessary regulatory framework is in place for the Berbera Economic Zone• Ensure that all the regulations, as required by SEZ law and the SEZ Company law are in place• Ensure that all the potential investors, customers and stakeholders are aware of the prevailing regulatory framework are in place <p>Compliance</p> <ul style="list-style-type: none">• Ensure that the customers in the Berbera Economic Zone are operating in compliance with the laws and regulations prevailing in the Berbera Economic Zone <p>Services</p> <ul style="list-style-type: none">• Establish the list of services to be offered by the One Stop Shop• Establish the price list for the services to be offered <p>Service Level Agreements</p> <ul style="list-style-type: none">• Establish service level agreements with stakeholders for the operation of the one stop shop (Berbera Economic Zone, Immigration etc)
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Please send your updated resume along with supporting certificates & documents by email to: abdishakur.hussein@dpworld.com