



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

JOB DESCRIPTION

Position Title : Vice President for Corporate Services

Job Summary

- To oversee the daily operation of the Corporate Services Group and coordinate with concerned department managers and the other Group Heads to ensure that all activities of the group, and the company, are performed efficiently and effectively thereby addressing prevailing concerns and meeting organization-wide objectives

Duties and Responsibilities

- Determines operational capabilities of the Corporate Services Group and develops and prescribes Group operational objectives, policies and plans, and oversees their implementation
- Leads and directs Department Managers within the Corporate Services Group and ensures that respective tasks are performed effectively and efficiently
- Coordinates concerns across groups and collaborates with other Group Heads to achieve desired output
- Oversees preparation of and assumes accountability for all reports to the Board of Trustees, as well as to external regulatory entities such as, but not limited to, the Insurance Commission, Securities and Exchange Commission, BIR, DOLE, and other agencies, as required
- Takes the lead in presenting to the Board of Trustees matters concerning operational updates, output, deliverables, action plans, programs and recommendations, among others, of assigned Group
- Engages with potential clients and investors, active and inactive members, as the situation would necessitate
- Undertakes certifying roles and committee lead functions, as assigned
- Performs other related functions as directed by superior

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