



VACANCY

REFERENCE NR	:	Exe/08_SM
JOB TITLE	:	Executive Support Manager: Office of the Executive Caretaker
JOB LEVEL	:	D4
SALARY	:	Negotiable
REPORT TO	:	Executive Caretaker
DIVISION	:	Office of the Executive Caretaker
DEPT	:	Office of the Executive Caretaker
LOCATION	:	Erasmuskloof, Pretoria
POSITION STATUS	:	5 year Fixed term contract (Internal & External)

Purpose of the job

To provide strategic, tactical and logistical support to the Office of the Executive Caretaker with the view to enhance service delivery and ensure responsiveness and effectiveness of the Executive Caretaker's office. This includes facilitating speedy decision-making processes, stakeholder management, risk management, tracking the elimination of Audit Findings, Budget, policy compliance, document management, performance monitoring and reporting so that the Executive Caretaker is supported to strategically drive the mandate for SITA as a high performing state agency.

Key Responsibility Areas

- Develop and implement an Executive office management processes and procedures;
- Develop and maintain Executive office management plan including budget planning;
- Develop and manage a stakeholder management matrix for office of the Executive Caretaker;
- Coordinate and manage all departmental and parliamentary responses directed to office of the Executive Caretaker;
- Monitor and analyse debates on policy and legislative processes that have an impact on the office of the Executive Caretaker and advise accordingly in order to ensure compliance with the policies and legislation;
- Financial and business management related to office of the Executive Caretaker;
- General office administration to ensure compliance with all internal processes and policies.

Qualifications and Experience

Minimum: A Degree in Office Management, Public Administration or Business Management or equivalent (NQF Level 7) qualification

Preferred Qualification: A postgraduate Degree in Public Administration or Business Management or equivalent (NQF Level 8) qualification

Experience: 6 - 7 years' experience in executive office management, stakeholder management, public relations/public affairs experience in a government or corporate environment, with 3 years' experience at a middle management level in a Corporate/Public Sector Environment.

Technical Competencies Description

Knowledge of: Executive Office Management/Administration, Stakeholder Management, Relationship Management, Political acumen, Stakeholder Relations; Government policies and priorities, Diplomatic Relations and Protocol, Governance and Risk Management, Communication and influence; ICT Environment and legislation.

Skills: Ability to manage effective engagement with senior management and government stakeholders, Effective Communication, Excellent business writing skills, Strong PowerPoint presentation development skills, Analytical and data analysis expertise, Interpersonal skills, Problem solving and decision making, Computer Literacy, Stakeholder management, Collaboration and team player, Leadership skills, Project management, and Office Management.

Other Special Requirements

Strong sense of need for achievement of goals and success hard working; Customer-focused and committed to the delivery of excellent customer service, Collaborative Team player, Communicative, Solution oriented, Efficient and highly organised, business acumen, Persuasiveness Interpersonal skills, Act with Integrity; Proactive, Decisive, Able to work unsupervised and under extreme pressure, Assertive, Innovative & Willingness to learn.

How to apply

Kindly send your CV to Lwandiso.recruitment@sita.co.za

Closing Date: 21 August 2020

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.