



**This is a re-advert, candidates who previously applied need not apply**

**VACANCY  
RE-ADVERTISEMENT**

|                        |          |                                                                     |
|------------------------|----------|---------------------------------------------------------------------|
| <b>REFERENCE NR</b>    | <b>:</b> | <b>ESM_09/2020</b>                                                  |
| <b>JOB TITLE</b>       | <b>:</b> | <b>Executive Support Manager: Office of the Executive Caretaker</b> |
| <b>JOB LEVEL</b>       | <b>:</b> | <b>E1</b>                                                           |
| <b>SALARY</b>          | <b>:</b> | <b>Negotiable</b>                                                   |
| <b>REPORT TO</b>       | <b>:</b> | <b>Executive Caretaker</b>                                          |
| <b>DIVISION</b>        | <b>:</b> | <b>Office of the Executive Caretaker</b>                            |
| <b>DEPT</b>            | <b>:</b> | <b>Office of the Executive Caretaker</b>                            |
| <b>LOCATION</b>        | <b>:</b> | <b>Erasmuskloof, Pretoria</b>                                       |
| <b>POSITION STATUS</b> | <b>:</b> | <b>5 year Fixed term contract (Internal &amp; External)</b>         |

**Purpose of the job**

Fully manage the office of the Executive Caretaker and provide strategic, tactical and logistical support with the view to enhance service delivery and ensure responsiveness and effectiveness of the Executive Caretaker's office. This include facilitating speedy decision-making processes, stakeholder management, risk management, tracking the elimination of Audit Findings, budget management, 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 manage the strategic plan and budget of the office of the Executive Caretaker;
- Manage key strategic stakeholders who engages directly with office of the Executive Caretaker. This includes engagements with Ministry of Communications & Digital Technologies;
- Advise the EC on parliamentary responses directed to office of the Executive Caretaker and coordinate the crafting of responses with other Line Executives;
- Develop and implement an Executive office management processes and procedures;
- Monitor and analyze 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; and
- General office administration to ensure compliance with all internal SITA 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, strategic stakeholder management, public relations/public affairs experience in a government or corporate environment, with 3 years' experience at a **senior management** level in a Corporate/Public Sector Environment.

### Technical Competencies Description

**Knowledge of:** Executive Office Management/Administration, Strategic 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](mailto:Lwandiso.recruitment@sita.co.za)

**Closing Date: 08 September 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.