



VACANCY

REFERENCE NR	:	VAC01839/22
JOB TITLE	:	Executive Support Manager: Office of the Managing Director
JOB LEVEL	:	E1
SALARY	:	R 1 194 938 - R 1 792 406
REPORT TO	:	Managing Director
DIVISION	:	Office of the IMD
DEPT	:	Office of the IMD
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5 Years Fixed term contract (Internal & External)

Purpose of the job

Fully manage the office of the Managing Director and provide strategic, tactical and logistical support with the view to enhance service delivery and ensure responsiveness and effectiveness of the Managing Director'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 Managing Director is supported to strategically drive the mandate for SITA as a high performing state agency.

Key Responsibility Areas

- Manage key strategic stakeholders who engages directly with office of the Managing Director. This includes engagements with Ministry of Communications & Digital Technologies.
- Advise the MD on parliamentary responses directed to office of the Managing Director and coordinate the crafting of responses with other Line Executives.
- Develop and implement an Executive office management processes and procedures.
- Monitor and analyse debates on policy and legislative processes that have an impact on the office of the Managing Director and advise accordingly in order to ensure compliance with the policies and legislation.
- Financial and business management related to office of the Managing Director
- General office administration to ensure compliance with all internal SITA processes and policies.
- Develop and manage the strategic plan and budget of the office of the Managing Director.

Qualifications and Experience

Minimum Qualifications: A degree in Office Management, Public Administration or Business Management or equivalent (NQF Level 7) 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: Solution oriented, Efficient and highly organised, Business acumen, Proactive, Able to work unsupervised and under extreme pressure, Assertive, Willingness to learn 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, ICT Environment and legislation. Ability to manage effective engagement with senior management and government stakeholders, Excellent business writing skills, Strong PowerPoint presentation development skills, Analytical and data analysis expertise, computer Literacy, Project management.

Technical Competencies: Business Writing, Customer Relationship Management, General Administration, and Project/Programme Management.

Leadership Competencies: Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity and Fairness, Outcomes driven, Planning and Organising, Creative Problem Solving, Decision-making, and Responding to Change and Pressure.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Disciplined, Resilience, and Stress Management.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For support contact the following people: Prudence.masola@sita.co.za, Masoko.rallele@sita.co.za and Zanele.sompini@sita.co.za

CV`s sent to the above email addresses will not be considered

Closing Date: 07 April 2022

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.
- CV`s sent to incorrect email address will not be considered

