



#### VACANCY

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|-----------------|---|---------------------------------|
| REFERENCE NO    | : | VAC01840/22                     |
| JOB TITLE       | : | Executive Support Manager       |
| JOB LEVEL       | : | E1                              |
| SALARY          | : | Market Related                  |
| REPORTS TO      | : | Managing Director               |
| DIVISION        | : | Office of the Managing Director |
| DEPT            | : | Office of the Managing Director |
| LOCATION        | : | Erasmuskloof, Pretoria          |
| POSITION STATUS | : | Permanent (Internal /External)  |

#### Purpose of the job

Fully manage the office of the Managing Director (MD) 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. Drive and monitor performance excellence and execution efficiency and clarity. Interact with other leaders in a variety of disciplines and positions to act as an extension of the MD to balance priorities, communicate effectively and maximize the effectiveness of the leadership team. Possess thorough technical knowledge, key business practices, and financial acumen. Provide oversight to the teams responsible for delivery of internal administrative services (HCM, finance, SCM, and risk) and core business functions (Infrastructure, Applications, Cybersecurity, Service Management, Consulting etc.)

#### 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 Executive office management processes and procedures
- Monitor and analyze 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 Computer Science, Public Administration, Business Management or equivalent (NQF Level 7) qualification.

**Experience:** 8+ years professional relevant experience of leadership responsibility in managing multiple, large, cross-functional teams, projects and influencing senior-level management and key stakeholders. Extensive experience in managing operational, strategic, and delivery teams (especially in ICT environments). Experience in complex, critical project management roles while seeking simple solutions. Familiarity with highly technical solution development teams and processes across software, product and customer experience, and an understanding of the applicability of different skills and methodologies. Demonstrated capability in verbal and written communications skills. Outstanding facilitation, collaboration and influencing skills. Effective interpersonal skills and strong executive presentation development and delivery skills. Ability to influence, create relationships and collaborate internally and externally at all organizational levels. Experience in business planning, strategy and operations. Experience with budget management. Trustworthy with high integrity and the ability to maintain appropriate confidentiality.

### Technical Competencies Description

Political acumen: Government policies and priorities. Diplomatic Relations and Protocol. Honesty and Fairness. Outcomes driven. Collaboration. Creative Problem Solving. Communicating and Influencing. Conflict Management. Personal Attributes: Collaboration – Ability to work with and understands internal and external stakeholders. Understands own role and the role of other team members and works to build a collaborative organization. Ensures that diverse views are represented in team decision making and acknowledges contributions of others. Problem Solving - Accurately assesses problems and effectively and efficiently arrives at solutions. Communication - Delivers clear, effective communication. Conflict Management – Ensures that conflict between team members is resolved as quickly as possible. Business Acumen – Knows the business, current and future policies, practices, trends and information affecting the business.

**Leadership competencies:** Customer Experience; Collaboration; Communicating and Influencing; Honesty, Integrity and Fairness; Outcomes driven; Creative Problem Solving.

### How to Apply

**Kindly forward your CV to:** [Thulisa.recruitment@sita.co.za](mailto:Thulisa.recruitment@sita.co.za) stating the position applying for and the relevant reference number

**Closing Date: 28 April 2023**

### Disclaimer

SITA is an Employment Equity employer and these positions will be filled based on Employment Equity Plan. 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 the right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment, verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only.
- CVs from Recruitment Agencies will not be considered.