



VACANCY

REFERENCE NR	:	VAC01347/24
JOB TITLE	:	Head of Department Strategy Office
JOB LEVEL	:	E2
SALARY	:	Market Related
REPORT TO	:	Executive Corporate Digital Strategy
DIVISION	:	Corporate and Digital Strategy
DEPT	:	Strategic Office
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	5 years Fixed term contract (Internal & External)

Purpose of the job

The role will be responsible to develop and implement tools, methodologies and models for sound strategy development and analysis as well as serve as a think tank for organisational strategy process including planning, advising, monitoring and evaluation of the institutional performance of SITA to ensure continuous improvement in organizational efficiency.

Key Responsibility Areas

- Conceptualise strategy development and management tools, methodologies and models
- Designs a continuous improvement strategy from corporate performance results and ensures divisional accountability for the implementation of continuous improvement initiatives.
- Ensure that the company has business continuity and crisis management plans in place by establishing process for an annual review of the strategy, reconfirm Mission, Vision, Goals and Objectives.
- Develop, integrate and align the Corporate BSC with the Corporate Strategy planning process to ensure attainment of SITA objectives
- Monitor and manage all issues related to corporate performance programmes and projects performance indicators, performance audits, corporate performance analysis and their policies, procedures and workflows in order to improve the overall performance of the organisation
- Ensure that the company has business continuity and crisis management plans in place, establish processes for an annual review of the strategy, reconfirm mission, vision, goals and objectives
- Ensure effective management of resources (i.e. budget/finances, asset) within the Unit
- Ensure effective Human Capital Management (Leadership)
- Manage compliance management processes within the department.

Qualifications and Experience

Required Qualification: Bachelor Degree/B.Tech in Business Management/ Administration or related field equivalent NQF level.

Experience: 8+ years management/leadership experience in a Strategy Management function in a medium to large organisation of which experience should include: Corporate Strategic Planning, Supporting Business Units in the development, implementation, monitoring of and assisting with the execution of business plans. Facilitation of strategy development workshops Corporate Performance Management.

Technical Competencies Description

Personal Attributes/ Behaviours: Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy. Strategic or business planning. Formulation methods and processes. Business Intelligence Capability, Monitoring and Evaluation Strategies Profitability Modelling, Analysis, and Optimization Project and Programme Management Risk Management Performance Facilitation Scenario planning IT Standards and practices. Business processes, standards and trends. Business simulation models Research Financial Modelling Stakeholder Management. Organisational Performance Management. Project and program management oversight. Corporate Governance Solution Development General Business Management and development General Human Resource Management General Financial Management Knowledge of business / service strategy Knowledge of service management principles Business risk and issue identification Knowledge of PFMA, MFMA and procurement policies in government.

Leadership competencies: Customer Experience; Collaboration; Communicating and Influencing; Outcomes driven; Innovation; Planning and Organising; Bimodal IT Practice; Managing People and Driving Performance X Decision-making; Responding to Change and Pressure; and Strategic Thinking.

How to apply

Kindly forward your CV to Nomazizi.recruitment@sita.co.za stating the position applying for and the relevant reference number

Closing Date: 14 March 2024

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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.