



Job Title:	Temp: Analyst: Strategy and Planning (8 Months)
Organisation:	NEMISA
Department:	Office of the Interim CEO
Location:	Gauteng Parktown
Salary Range:	Level 9, Notch 1 R38 000.00 per month
Upward Reporting Relationships:	CEO
Reference Number:	NEM-03/05/2018

MAIN PURPOSE OF JOB

To coordinate and prepare strategic planning documents in order to link all business units and stakeholders together; to analyse strategic documents and performance information and provide insight into institutional performance trends, risks and gaps in order to capitalise on initiatives.

JOB OBJECTIVES

1. Strategic Planning

- Facilitate the development of the Institute's strategic plan by conducting relevant workshops, meetings and discussions
- Assist business units in translating the Institute's strategic plan into their operations
- Develop and implement long-term goals and strategic objectives for the Institute
- Ensure the appropriate allocation of resources relevant to the delivery of strategic objectives and projects
- Develop metrics and adapt data measurement strategies to meet changing performance data needs

2. Strategic Analytics

- Identify and analyse issues that affect the financial viability, growth and productivity of the Institute
- Identify business needs and solutions based on the overall performance of the Institute
- Conduct research and analysis in order to inform and influence decision-making the Institute
- Support continuous improvement efforts by building repeatable analyses and metrics across all business units
- Conduct and collate industry research and analysis to identify new value sources
- Provide analytic support to assist with the development and implementation of policies and programs
- Drive efforts to refine business definitions, investigate business-critical issues, highlight accomplishments, identify challenges and forge actionable recommendations
- Develop and build reporting of key performance metrics to help drive and optimise the Institute's footprint
- Extract data sets, perform analyses and build reporting tools to support strategic initiatives

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, 21 Girton Road, Parktown, P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuthi Phukubje and Mr Moraka Mello

Executive Directors: Ms Mymoena Ismail (CEO); Mr Thilivhali Ramawa (CFO)

Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



3. Performance Reporting

- Compile Strategic Performance Reports based on analyses and trends
- Highlight specific gaps in strategic performance and progress against agreed objectives
- Collate and interpret business unit performance data
- Compile input for the Annual Performance Report, based on sound analytics

4. Monitoring and Evaluation Management

- Design and maintain a monitoring and evaluation framework for strategic performance oversight
- Undertake the monitoring and evaluation of the strategy's performance indicators
- Facilitate the periodic review of performance by management and business units
- Identify and advise relevant stakeholders on any requirements for the successful implementation of the strategy

5. Financial Management

- Provide input into the budget for the business unit
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Identify deviations from the budget and take remedial action
- Motivate the acquisition of assets and resource requirements as required

6. Stakeholder Management

- Participate in internal and external stakeholder forums as directed
- Represent and participate in the Institute's committees and/or task teams
- Conduct strategic performance education and training from time to time
- Provide advocacy to all business units and CoLabs on the appropriate management of strategic objectives in their environment
- Engage and build inter departmental relationships with internal stakeholders, in order to drive strategic delivery achievement
- Attend meetings and present findings to members and management



		Essential	Desirable	
Education: Formal Qualifications <i>Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, technikons, colleges, etc.</i>				
Level of Education:	<ul style="list-style-type: none"> • Ideal: <ul style="list-style-type: none"> <input type="checkbox"/> Master's Degree in Strategy Planning and Analysis/Business Management • Minimum: <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's Degree with emphasis on Strategy Planning and Analysis or Business Management/B Comm 			
		Duration / Time	Essential	Desirable
Job related Work Experience <i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.</i>				
Ideal: <ul style="list-style-type: none"> <input type="checkbox"/> 7+ years' experience in strategy planning and analysis <input type="checkbox"/> Proven ability to analyse research and performance data related to education and skills development Minimum: <ul style="list-style-type: none"> <input type="checkbox"/> 4+ years' experience in strategy planning and analysis <input type="checkbox"/> Proven ability to analyse research and performance data related to education and skills development 		8 months		✓
		Duration / Time	Essential	Desirable
Job related Knowledge <i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i>				
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of general research practices <input type="checkbox"/> Understanding and knowledge of business analytics <input type="checkbox"/> Understanding of business strategy concepts <input type="checkbox"/> Statistical analysis <input type="checkbox"/> Project Management principles <input type="checkbox"/> Strategic Planning process within the Public Sector 		8 months	✓	



	Duration / Time	Essential	Desirable
Job related Skills			
<i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>			
<input type="checkbox"/> Strong Analytical Skills	8 months	✓	
<input type="checkbox"/> Report Writing	8 months	✓	
<input type="checkbox"/> Able to coordinate and drive strategic initiatives	8 months	✓	
<input type="checkbox"/> MS Office	8 months	✓	

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: Recruitment@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 12 May 2018 (10:00am).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.