

Job Title:	Executive Manager: Strategy and Performance – 3 Year Fixed-Term Contract
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Gauteng Parktown
Salary Range:	Grade 13
Upward Reporting Relationships:	Chief Executive Officer
Reference Number:	NEM-06/11/2018

MAIN PURPOSE OF JOB

To provide overall leadership in the determination of long-term strategic objectives for the Institute; ensure provision of strategic planning services; and coordinate and prepare strategic planning documents in order to link all business units and CoLabs together.

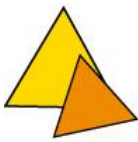
JOB OBJECTIVES

- Develop, manage and execute the five-year Strategic Plan and Multi-Year Business Plan for the Institute
- Coordinate the strategic inputs of all business units for the Institute's Annual Performance Plan, Strategic Plan and Multi-Year Business Plan
- Determine and provide input into the goals and objectives required to achieve the Institute's strategic vision and mandate
- Align business unit strategy with the requirements of all business units as well as CoLabs
- Oversee all Strategy and Performance initiatives across the Institute to ensure that their conception and implementation support the Institute's strategic objectives
- Set comprehensive goals and objectives for performance and growth and design and implement appropriate performance indicator
- Provide input into wider Institutional strategy, policy and decision making
- Develop, establish and direct the execution of operating policies to support overall Institutional objectives
- Provide leadership and input for strategic and annual planning processes relating to the business unit
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Ensure the design of a Strategy Monitoring and Evaluation Framework and monitor all strategic matters and progress
- Ensure the design of an e-Skills Impact Framework and guidelines
- Ensure the develop and maintenance of a comprehensive calendar of integrated planning and performance management events
- Oversee the review of the Institute's overall performance against set objectives and plans
- Design and implement policies to promote the Institute's strategic performance and knowledge management capability
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: 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" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Develop a Risk Management Strategy, tools, practices, and policies for the business unit to analyse and report risks in line with the overall risk strategy of the Institute
- Manage risks according to the Risk Management Framework
- Ensure the effective monitoring and evaluation of risk related activities
- Provide input to the Risk Management unit, EXCO and Board on risk management practices within the business unit
- Compile the annual budget for the division through discussion with the various sub-units on financial requirements
- Monitor financial resources and ensure compliance with management directives
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats
- Identify deviations from the budget and take remedial action
- Manage the business unit's cash-flow and expenditure
- Motivate the acquisition of assets and resource requirements as required
- Manage internal support staff and coordinate internal resources
- Provide required training and development to employees to ensure optimal performance.
- Manage and maintain optimal utilisation of human resources and capacity within the Institute
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary.
- Liaise with internal staff members relating to payroll, HR, and general office operations
- Determine staffing requirements, and ensure the proper recruitment and selection of high performing human capital
- Ensure that training interventions are aligned with the Institute's and employees' needs
- Manage performance of subordinates and implement corrective measures where required
- Effectively respond to employee queries
- Provide leadership to the Strategy and Performance Team by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance
- Participate in internal and external stakeholder forums as directed
- Represent and participate in the Institute's committees and/or task teams
- Engage and build inter-departmental relationships with internal stakeholders, in order to produce risk and compliance reports
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required

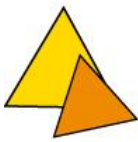
Education: Formal Qualifications

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.

Level of Education:	Minimum: <ul style="list-style-type: none"> • Honours degree in Business Management, Administration or equivalent qualification at NQF level 8 • Must have completed articles with an auditing firm 	Ideal: <ul style="list-style-type: none"> • Master of Business Administration Degree/ Master of Business Management Degree
----------------------------	--	--

Job related Work Experience

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.

**Minimum:**

- 5+ years' experience in Strategy and Performance Planning and Monitoring
- 3 years' experience within Public Sector

Ideal:

- 8+ years' experience in Strategy and Performance Planning and Monitoring
- 5 years' experience within Public Sector

Job related Knowledge

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.

- Knowledge of Strategic and Performance processes in Public Sector
- Knowledge of impact assessment and systems
- Knowledge of performance tracking mechanisms and systems
- Business management and strategies
- Financial management and budgeting processes

- Leadership skills
- Written and Verbal Communication
- Presentation
- Ability to write reports, business correspondence, and procedure manuals
- Strong mentoring and coaching skills

Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Deductive reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Commercial acumen
- emotional maturity
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Numerical reasoning

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: executivemanager@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: **28 November 2018** (16:00pm).

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, if this supports achievement of our Employment Equity goals.