



JOB PROFILE

JOB DETAILS

JOB TITLE:	Chief Executive Officer
BUSINESS UNIT:	Office of the Chief Executive Officer
SUB-BUSINESS UNIT:	Office of the Chief Executive Officer
REPORTS TO:	NEMISA Board
JOB LEVEL:	15

POSITION OBJECTIVE:

To enable and implement the organisational strategy and objectives of the National Electronic Media Institute of South Africa (NEMISA) and give direction and leadership towards the achievement of the Organisation's goals and objectives. In addition, the management of the transition of NEMISA to iNeSI has to be performed. (Note: A Bill is currently being considered by Parliament for the establishment of iNeSI, the iKamva National e-Skills Institute, to which NEMISA will then transition.)

PURPOSE OF JOB:

The CEO is the head of administration and the accounting officer at NEMISA. The purpose of this role is to provide leadership and direction, and to coordinate all activities of NEMISA in accordance with the approved organisational strategy and the Annual Performance Plans (APPs).

KEY PERFORMANCE AREAS:

- KPA 1: Strategic Leadership
- KPA 2: Policy and Compliance Management
- KPA 3: Risk Management
- KPA 4: Financial Management
- KPA 5: Human Capital Management
- KPA 6: Stakeholder Management

ACCOUNTABILITIES

Note: The following list of Key Performance Areas and job activities are not exhaustive. NEMISA may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

KPA: What their area of responsibility includes?

Job Activities: How they will go about implementing the KPA?

KPI: How will we know the key performance area has been performed successfully?

Key Performance Areas (KPA's)	Job Activities	Key Performance Indicator's (KPI's)
<p>1. Strategic Leadership</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop, manage and execute the Institute's strategy, and drive the strategic direction of the Institute <input type="checkbox"/> Ensure that all business units' strategies and plans are aligned with the overall Institute <input type="checkbox"/> Set comprehensive goals and objectives for performance and growth <input type="checkbox"/> Drive the formulation of the Institute's strategy, policy and decision making <input type="checkbox"/> Develop, establish and direct the execution of operating policies to support overall institutional objectives <input type="checkbox"/> Develop, establish and direct the implementation of strategic business plans <input type="checkbox"/> Oversee all initiatives across the Institute to ensure that their conception and implementation support the Institute's strategic objectives <input type="checkbox"/> Provide leadership and input for strategic and annual planning processes <input type="checkbox"/> Provide input into the implementation of new processes and approaches to achieve strategic objectives <input type="checkbox"/> Drive the overall values of the Institute in a manner that instills trust and credibility within internal and external stakeholders 	<ul style="list-style-type: none"> <input type="checkbox"/> 100% of Annual Strategic targets achieved <input type="checkbox"/> Unqualified Audit Opinion
<p>2. Policy and Compliance Management</p> <p>3. Risk Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Drive the formulation of policies to promote the Institute's achievement of strategic objectives and ensure a clean administration <input type="checkbox"/> Ensure that the Institute maintains full and proper records of relevant activities as required by legislative prescripts <input type="checkbox"/> Drive the establishment of internal processes for checking of compliance with legislative prescripts <input type="checkbox"/> Provide advocacy to stakeholders on policy interpretations, and drive the awareness of policy changes <input type="checkbox"/> Ensure that all business units comply with relevant policies, processes and systems <input type="checkbox"/> Ensure the compilation and submission of statutory reports in line with agreed standards and time line <input type="checkbox"/> Drive the develop of a Risk Management Strategy, tools, practices, and policies for the Institute to analyse and report risks in line with the overall risk strategy <input type="checkbox"/> Ensure the management of risks according to the Risk Management Framework <input type="checkbox"/> Ensure the effective monitoring and evaluation of risk related activities 	<ul style="list-style-type: none"> <input type="checkbox"/> 100% compliance to Policies and Procedures <input type="checkbox"/> Unqualified Audit Report <input type="checkbox"/> Statutory Reports submitted on time <input type="checkbox"/> Multi-Rater Feedback <input type="checkbox"/> Risk Management Strategy <input type="checkbox"/> Risk Mitigation Reports <input type="checkbox"/> Updated Risk Register <input type="checkbox"/> 100% Compliance

	<ul style="list-style-type: none"> <input type="checkbox"/> Provide input to the Risk Management unit, EXCO and Board on risk management practices within the Institute <input type="checkbox"/> Ensure that the Institute reflects practices and behaviors that are ethical, credible and professional 	
<p>4. Financial Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Drive the effective management and monitoring of financial resources and ensure compliance with management directives <input type="checkbox"/> Ensure the effective management and monitoring of Institute cash balances and forecasts <input type="checkbox"/> Ensure the effective management and investment of Institute assets and pension funds to extract maximum benefit <input type="checkbox"/> Ensure the monitoring and controlling of expenditure of the Institute in line with the budget <input type="checkbox"/> Ensure the compilation and submission of accurate financial data in accordance with prescribed guidelines, standards and formats <input type="checkbox"/> Ensure the effective management of the acquisition of assets and resource requirements within the Institute 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and updated Budget <input type="checkbox"/> Records of unit's budget implementation <input type="checkbox"/> 100% budget compliance
<p>5. Human Capital Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Drive the management of human capital assets and ensure maximum performance, capacity, capability and well-being <input type="checkbox"/> Ensure the provision of required training and development to employees to ensure optimal performance <input type="checkbox"/> Drive the determination of staffing requirements, and ensure recruitment and retention of high performing individuals <input type="checkbox"/> Ensure that training interventions are aligned with the Institute's and employees' needs <input type="checkbox"/> Drive the implementation of an effective performance management systems and ensure the management of employee performance against agreed standards and objectives <input type="checkbox"/> Provide overall leadership and support the Institute's employees by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance 	<ul style="list-style-type: none"> <input type="checkbox"/> 100% of work tasks achieved. <input type="checkbox"/> Employee performance <input type="checkbox"/> Multi-Rater assessment <input type="checkbox"/> Employee Morale and Engagement Indicator
<p>6. Stakeholder Management</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in internal and external stakeholder forums as directed <input type="checkbox"/> Represent and participate in the Institute's committees and/or task teams <input type="checkbox"/> Engage and build inter-departmental relationships with internal stakeholders, in order to drive overall performance <input type="checkbox"/> Engage and build inter-governmental and business relationships and ensure the capitalisation of funding opportunities <input type="checkbox"/> Attend meetings and present findings and proposals to members and management <input type="checkbox"/> Represent the Institute at external events through the display of ethical leadership 	<ul style="list-style-type: none"> <input type="checkbox"/> Multi-Rater Feedback

REQUIREMENTS

REQUIREMENT SPECIFIC TO THE JOB:

Qualifications:	Minimum:	Ideal:
	<ul style="list-style-type: none"> • Master’s Degree in Public or ICT Policy, Economic Development, Business Administration or any other area of relevance to the position, with practical experience. 	<ul style="list-style-type: none"> • Registration with a professional membership body in the areas of ICT, Corporate Governance or Management will be an added advantage.
Experience:	Minimum:	Ideal:
	<ul style="list-style-type: none"> • Minimum of 10 years’ experience including at least 5 years in a senior management capacity. • Experience in or exposure to the public and development sectors 	<ul style="list-style-type: none"> • Experience in executive leadership will be an added advantage.
Knowledge:	<ul style="list-style-type: none"> • A good understanding of digital developments in society, in organisations and in the lives of ordinary citizens, and of the development of digital skills and institutional capability • Extensive knowledge and understanding of national service delivery priorities • Knowledge and understanding of national and provincial growth and development strategies • An understanding of the South African education and training, as well as the skills development, landscape and machinery. • Strategic understanding of corporate governance. • Knowledge of the Companies Act, King Codes of Corporate Governance, Public Finance Management Act, National Treasury Regulations and a fair understanding of Government processes and systems • Knowledge of e-Skills applications within an educational context • Broad understanding of the fundamental principles of associated work disciplines, e.g. Administration, Accounting (Finances), Education (teaching) and Training, ICT implementation in organisations • National Integrated ICT White Paper • SA Connect: Broadband Policy • Knowledge of National, Provincial and Local Government Protocols • Supply Chain Management practices and processes • Knowledge of general financial management, budgeting and reporting • Processes within the Public Sector 	
Skills:	<ul style="list-style-type: none"> • Advanced Excel & knowledge working on Financial Accounting systems • Exceptional Leadership Skills • Strong Written and Verbal Communication • Excellent Presentation • Strong Networking and Relationship Building ability • Ability to balance competing priorities, complex situations and tight deadlines • Ability to rapidly process and comprehend large amounts of detailed information, consider the implications and consequences of new facts and make decisions 	

COMPETENCY REQUIREMENTS

Importance	Low	Medium	High
Proficiency	1 = Basic	2 = Advanced	3= Superior

COMPETENCY	IMPORTANCE	PROFICIENCY
Analysis and Problem Solving	High	3
Strategic Thinking	High	3
Planning and Organising	High	2
Logical Reasoning	High	3
Deductive Reasoning	High	3
Critical Judgement	High	3
Decisiveness	High	3
Information Gathering	High	3
Initiative	High	3
Commercial Acumen	High	3
Flexibility	High	3
Written Communication	High	3
Verbal Communication	High	3
Impact and Influence	High	3
Emotional Maturity	High	3
Results and Quality Focus	High	3
Numerical Reasoning	High	3

CONSENSUS ON CONTENTS OF THE JOB:

APPROVED BY:	
Job Holder/ Incumbent: Job Title: Signature: _____ Date: _____	Manager: Job Title: Signature: _____ Date: _____
HR:	
Name: _____ Signature: _____ Date: _____	
PREPARED BY:	DATE: